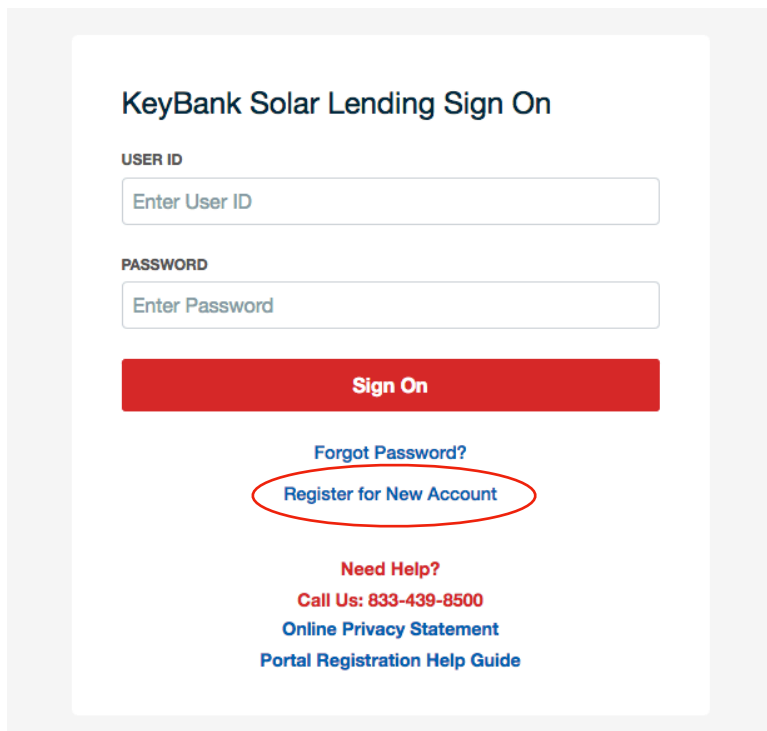


## How to register for a new account on the KeyBank Payment Portal

1. Go to the payment portal sign on page: <https://solar.key.com/>
2. Click “Register for New Account” below the “Forgot Password?” link.



KeyBank Solar Lending Sign On

USER ID  
Enter User ID

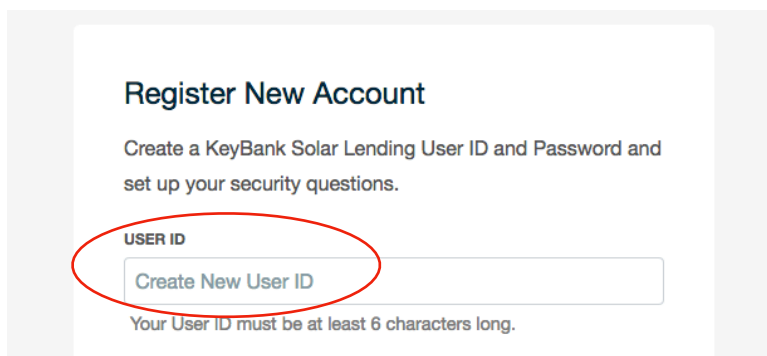
PASSWORD  
Enter Password

Sign On

Forgot Password?  
**Register for New Account**

Need Help?  
Call Us: 833-439-8500  
[Online Privacy Statement](#)  
[Portal Registration Help Guide](#)

3. Create a new User ID of your choice. Your User ID **must** be at least 6 characters long.



Register New Account

Create a KeyBank Solar Lending User ID and Password and set up your security questions.

USER ID  
Create New User ID

Your User ID must be at least 6 characters long.

4. Create a new password and confirm your password in the next box.

Your new password **must** be the following:

- a. 8 – 12 characters long
- b. Include one number
- c. Include one special number



5. Answer two security questions of your choice.

SECURITY QUESTION

What was your childhood nickname?

ANSWER

Enter Answer

SECURITY QUESTION

What was your childhood nickname?

ANSWER

Enter Answer

6. Enter your first and last name exactly as it appears on your billing statement.

Please enter the following information exactly as it appears on your billing statement.

FIRST NAME

Enter First Name

LAST NAME

Enter Last Name

7. Enter your city and state exactly as it appears on your billing statement. You **must** enter your state's two letter abbreviation.

CITY

Enter City

STATE

Enter State

Enter your state's two letter abbreviation

8. Click the "Register" button to complete your KeyBank Finance Payment Portal registration.