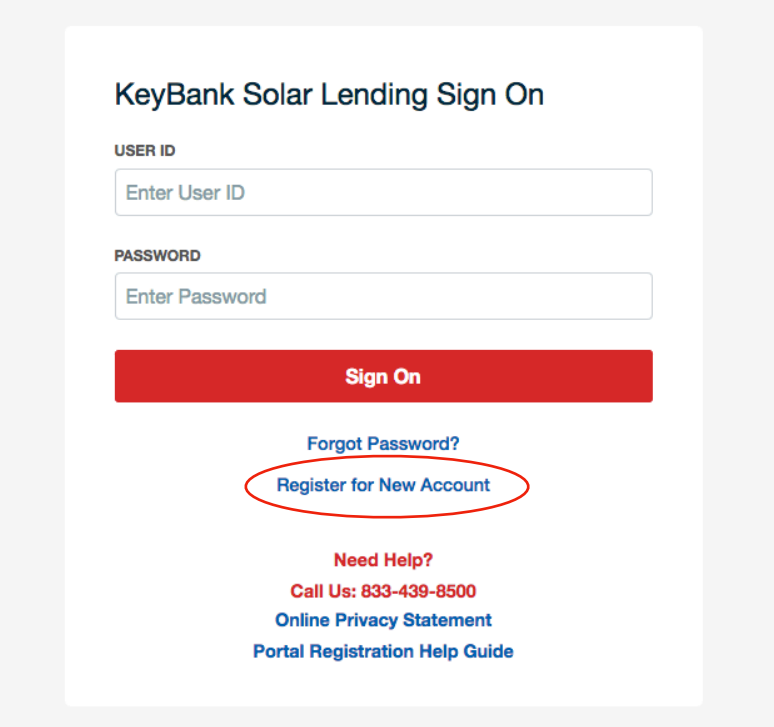
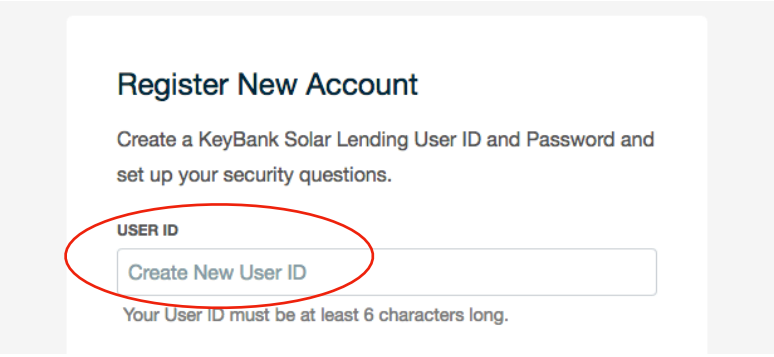
How to register for a new account on the KeyBank Payment Portal

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



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



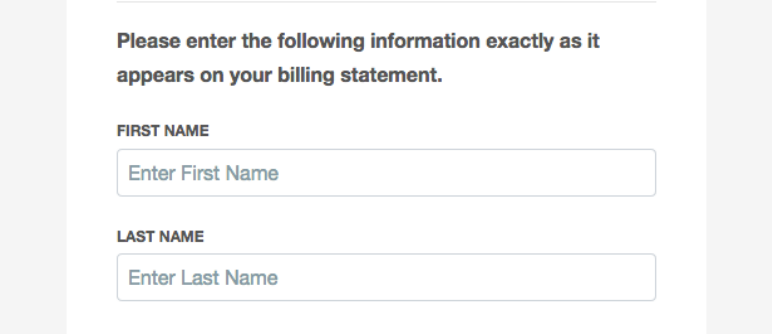
4. Create a new password and confirm your password in the next box.

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

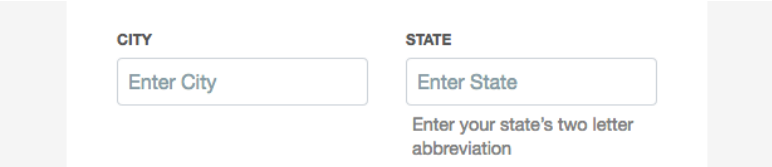
   a. 8 – 12 characters long
   b. Include one number
   c. Include one special character

5. Answer two security questions of your choice.

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



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



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