

## ONLINE WATER PAYMENT INSTRUCTIONS

- 1.0 Before you can make an online payment you must register your account. Before registering your account you will need the following information; water billing statement, last payment made on that account.
- 2.0 When you enter the Online Water Payment window click on Register to create an online account.
- 3.0 After you have entered your information you should receive an email confirming your account has been created.
- 4.0 Once your account is created you can then Login.
- 5.0 Once you are at the "Welcome to our Online Payment" screen click "add account".
- 6.0 Under the Location ID box you will need to enter the "**Location ID**" from your water billing statement. (Please include all dashes and numbers). The system will not accept the account number listed on your statement.
- 7.0 Next you will need to enter your last payment. Then Click "Add Account" Your account should now be set up to make payments.
- 8.0 You can add several accounts in this same manner.