## **Registering Your Water Account**

EVMWD is committed to providing customers with great service – and online tools are one way we do that! By registering your EVMWD account, you can take advantage of many benefits:

- Sign up for online bill pay\*
- Track your water usage
- View digital bill stuffers
- Receive important alerts

\*Registering your EVMWD account through the following steps does <u>not</u> automatically enroll you in online bill pay. Additional steps are required.

Here's how to get started:

- 1. Go to <u>www.evmwd.com</u> from your computer, phone, or other device. A mobile app is available for Apple and Android devices.
- 2. From the home page, move your cursor over the "Customers" tab and click on "My Account" from the drop-down menu. You can also click on "My Account" in the top right corner of the home page.



3. You will be redirected to the Online Biller page. From here, click on "Enroll". You will need your account number and address to complete the registration process.

Samer Valley Municipal Maar Clarice	Elsinore Valley Municipal Water District 🛛 🚱 English (US) 👻
LOGIN MAKE A ONE-TIME PAYMENT	Welcome to EVMWD Online BillPay
Login ID  Pessword  Forgot your Login ID? Password Help?	Don't have a Login ID? Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

4. Once you click on "Enroll", you will be directed to the Account Setup page. Enter your EVMWD account number and street number to continue, then select the "validate" button.

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Account Setup		
To verify your identity, we need your Account Number (####################################		
Service Address Street Number (Enter #s Only) 🚱		
Validate		

5. Begin your account setup by completing your profile. Phone number and email are required. Select "Continue to Login and Password" once profile is complete.

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Account Setup	TERMS OF SERVICE PAYMENT ACCOUNT	;
Name Company Name		Contact Info Phone 916743146 Mohile +
Billing Address		Add Another Telephone Number Email
United States Address		elsinoreeddie@evmwd.net Add Another Email Address
(optional) Address2		
(optional) City (iiii)	State	
ZIP Code (optional)	Select State	
		Continue to Login & Password

6. Create your login ID and password, paying close attention to the password guidelines listed. Click "Continue to Terms of Service" once you've completed **all three** fields below.

✓ PROFILE LOGIN & PASSWORD TERMS OF SERVICE   PAYMENT ACCOUNTS    Create an Account   Login D   Passwords must have at least 8 characters and have at least 3 of the following: 1 or more numbers   1 or more numbers   2 or more numbers   2 or more numbers   3 or more numbers   3 exavords cannic include only the special characters: *-,^^*(*)   Passwords cannic include only the special characters: *-,^^   • Passwords cannic include:   • up tagin ID   Partner password, just to be sure	Eleinore Valley Municipal Water	District			<u>Elsir</u>	ore Valley Municipal Water District	Senglish (US
	Account Se	etup					
Create an Account   Login ID   Passwords   Passwords must have at least 8 characters and have at least 3 of the following:   -1 or more uppercase characters   -1 or more uppercase characters:   Passwords can include only the special characters: **,**?	✓ PROFILE	LOGIN & PASSWORD TER	IS OF SERVICE PA	YMENT ACCOUNTS			
Login ID         Password         Passwords must have at least 8 characters and have at least 3 of the following:         -1 or more numbers         -1 or more uppercase characters:         * swords can include only the special characters:         * the last 4 passwords         - your name         - your cagin ID         Re-enter password, just to be sure	Create an A	ccount					
Passwords         Passwords must have at least 8 characters and have at least 3 of the following:         -1 or more numbers         -1 or more numbers         Passwords can include only the special characters: *+v/=?D=@\$         Passwords cannot include:         - your Lagin ID         Resenter password, just to be sure	Login ID						
Pesswords must have at least 8 characters and have at least 3 of the following: -1 or more numbers -1 or more uppercase characters Passwords can include only the special characters: *+,/*?*^@`)@\$ Pesswords cannot include: -the last A passwords -your canne -your canne	Password						
Passwords can include only the special characters. *+./*?*_[]*[@\$ Passwords can include: - the last 4 passwords - your Login 10 Re-enter password, just to be sure	Passwords must he - 1 or more numbe - 1 or more upper	ve at least 8 characters and have at least 3 of th rs ase characters	following:				
- the last 4 passwords - your name - your login ID Re-enter password, just to be sure	Passwords can inc Passwords cannot	ude only the special characters: *+-,/=?^_{}~!@\$ include:					
Re-enter password, just to be sure	- the last 4 passwo - your name - your Login ID	rds					
	Re-enter passw	ord, just to be sure					
						Continu	e to Terms of Se

7. Review the Terms of Service by clicking on the underlined text. Once you've done so, click the check box below to accept the terms and then click "Continue to Payment Accounts".

Elsinore Valley Municipal Wate	District			Elsinore Valley Municipal Water District	Senglish (US)
Account Se	etup				
✓ PROFILE	✓ LOGIN & PASSWORD	TERMS OF SERVICE	PAYMENT ACCOUNTS		
Terms of Se	ervice				
Terms of Se	ervice this box, you are enrolling in this s	ervice and have read and agree	e to the <u>Terms of Service</u> for this site.		
Terms of So By clicking	Prvice this box, you are enrolling in this s	ervice and have read and agree	s to the <u>Terms of Service</u> for this site.		

8. You may now select how you would like to receive your bills. If you select paper statements, you will receive both electronic bills and a traditional paper bill in the mail.

You are <u>not</u> required to enter a payment method at this stage. If you do not want to add your bank account or credit/debit card information, simply select the "Add Later" option at the bottom. Then click "Finish Enrollment".

(See next page for example).

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Ac	count Setup	
	✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE PAYMENT ACCOUNTS	
	How Would You Like to Receive Your Bills?	
	Paperless Billing Thank you for going paperless!	Paper Statements By selecting this option you have chosen to continue receiving your paper bill in addition to electronic bill notifications.
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.	
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.	
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.  BANK ACCOUNT	
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.	
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.	
	Add A Payment Method You may select a default payment method now. After enrollment you can manage your payment methods.	

9. After clicking "Finish Enrollment", you should see the following confirmation screen. Your account setup is not yet complete; continue on to the next step to activate your account.

Exince Visity Municipal Water Delrict		Elsinore Valley Municipal Water District	🔇 English (US)
Your Account is Set Up!			
Activate Your Account We've sent an activation link to the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.	After activating your account, click here to login Account Login		
Resend Activation Email Didn't get our email? We can resend it to the Email on file or an alternate address. Resend Email to	Send Email to another Email Address Atternate Address email_name@email_provider.com		
	Send Activation Email		

10. Check your email for an activation email from Online BillPay (<u>donotreply@onlinebiller.com</u>) and **click the "activate" button**.

Please activate your EVMWD account.	
To Tammy Ramirez	
[*External E-mail alert! Use caution before clicking links/attachments* ]	
Please cl	ick on the button below to activate your EVMWD Account.
Please DO NOT reply to this em:	ail. This email message was sent from a notification address that cannot accept incoming email.
То сог	tact us, <u>click here</u> and review the Contact Us section on our web site.

After clicking the "activate" button, you should see this screen. Setup is now complete!



11. *Bonus Step:* Set up notifications! Log in to your account, select your profile at the top right, and go to "profile settings". Enter your email address to receive an email when your bill is due (or past due). Under "Manage My Text Settings", provide your phone number and then press "submit". Enter the code you receive by text. Then select "Apply Changes" at the bottom right, and you're done!

sinone Valley Municipal Water District		Profile Settings
Profile Settings		Payment Accounts
		Change Password
PROFILE NOTIFICATIONS		Update Username
How Would You Like to Receive Your Bills?		Log Out
Paperless Billing Thank you for going paperless!	Paper Statements By selecting this option you have chosen to electronic bill notifications.	continue receiving your paper bill in addition
Email Notifications		
NOTIFY ME WHEN A BILL IS DUE		
Send Me Emails	Do Not Notify Me	
Send Me Emails 5 days before a bill is due.		
If you wish to receive text messages when your Bill is Due, email notifications should be enabled.		
NOTIFY ME WHEN A BILL IS PAST DUE		
Send Me Emails	Do Not Notify Me	
Send Me Emails 5 days after the due date.		
If you wish to receive text messages when your Bill is Past Due, email notifications should be enabled	1.	
Manage My Text Settings		
You will receive a text message to confirm that you wish to receive text messages from us. The text message will include a 4 digit code that you must come back to this page and enter. You will not begin receiving text notifications until you enter this code to confirm your enablement.		
CONFIRM ENABLEMENT		
To confirm your enablement, enter the 4-digit code you received in your enablement confirmation text message.		
Submit		
RESEND ENABLEMENT NOTIFICATION		
If you have not received a text message to confirm your enablement text, please confirm the cell phone number you provided and then click the resend button.		
Phone number starting with the country code 1 Resend		
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Questions on the registration process? Contact EVMWD's Customer Service team anytime during regular business hours at (951) 674-3146.