

INSTRUCTIONS FOR SETTING UP YOUR NOTLA WATER AUTHORITY ACCOUNT ONLINE:

1. Go to our website notlawaterauthority.org
2. Click on the box in the top right corner that says "PAY BILL ONLINE"
3. This will bring you to a log in page that asks for your Account Number or User ID as well as Password. You will use your Notla Water Authority Account Number for BOTH of these fields for the first time you log in.
4. Click Login
5. Once you have entered your Notla Water Authority account number in both the Username and Password fields and click Login it should take you to a page asking you to change your password. When it asks for Current Password that is your Notla Water account number and when it asks for New Password you will enter the password you would like it to be.
6. Click Submit and it should take you in to your account.
7. Please write down your Notla Water Authority account number and your new password in a secure location to login next month.

INSTRUCTIONS FOR SETTING UP RECURRING PAYMENTS ONLINE ONCE YOU HAVE LOGGED IN TO YOUR ACCOUNT:

1. Click Payments (second option in blue ribbon right under Notla's Logo)
2. A drop-down box will appear, choose Schedule A Payment
3. An option will appear that says Credit Card – Click it.
4. A page will come up and you'll see in the middle of the page in blue where it says Create a credit card profile. Click this and you'll be taken to a page to enter your credit card information.
5. Once you've entered your credit card information click Submit.
6. It should take you back to the Schedule A Payment By Credit Card Page.
7. You are required to enter an email address; it will use this email to send you notifications regarding your account/payments. Please read these emails when you receive them, this is how you will know if your payment did not process.
8. Be sure to choose under Payment Frequency – Recurring
9. Under Payment Option choose Max Bill Amount (This will ensure your bill is paid in the amount it came out as and not a fixed amount. Your bill may not always be the same.)
10. At Payment Date please choose a date sometime between the 1st and the 10th of the month. This will be the date the payment processes each month.
11. Click the box beside the paragraph near the bottom verifying that you are signing up for automatic payment, Click Submit.
12. Now when you go in to your account it should say "You have a recurring payment scheduled for date you chose".