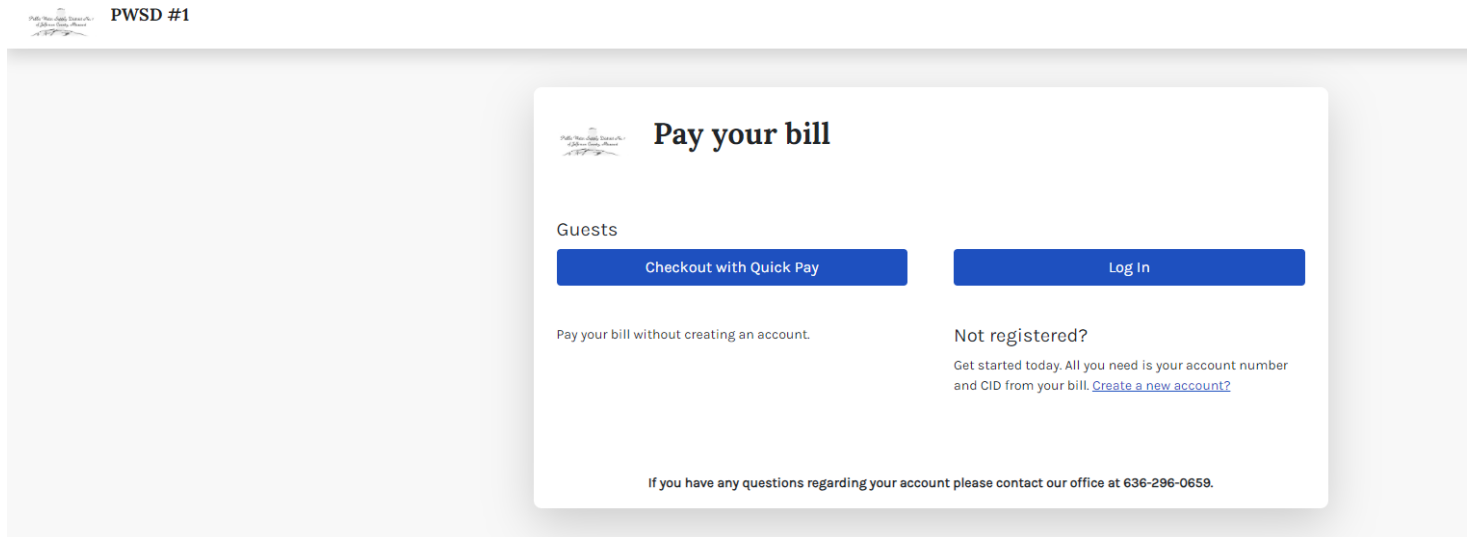
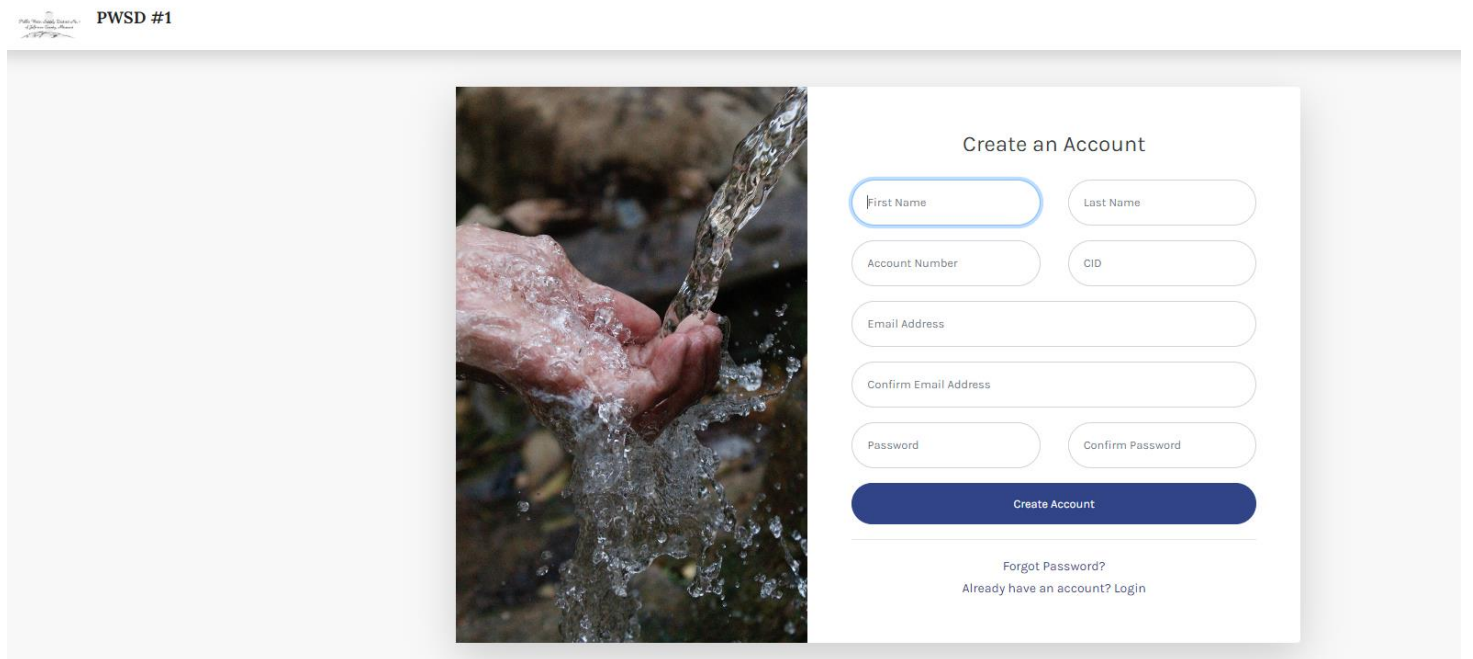


# Signing Up for Ebilling

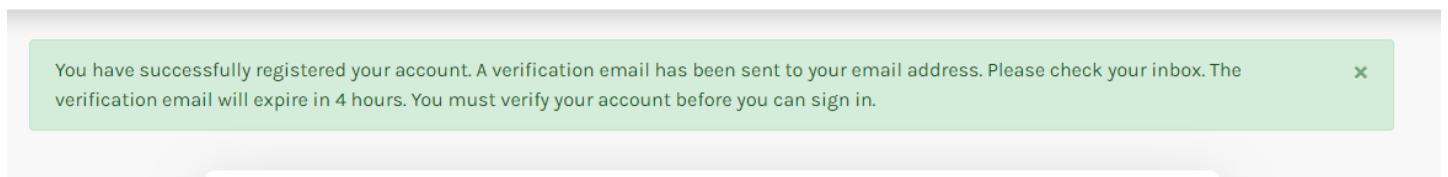
Go to <https://pwsd1jeffco.authoritypay.com/> and select to create a new account if not registered or Log In if you already have an account.



Enter your information to create an account. Your Account number and CID are listed on the top right corner of your bill. If you need to confirm your information, please call the office.



Once you click Create Account, check your email to verify your account.



The email will come from [no-reply@authoritypay.com](mailto:no-reply@authoritypay.com) and you will need to click on the link in the email to finalize your account verification within 4 hours.

----- Original message -----

From: "AuthorityPay.com" <[no-reply@authoritypay.com](mailto:no-reply@authoritypay.com)>

Date: 1/18/24 4:28 PM (GMT-06:00)

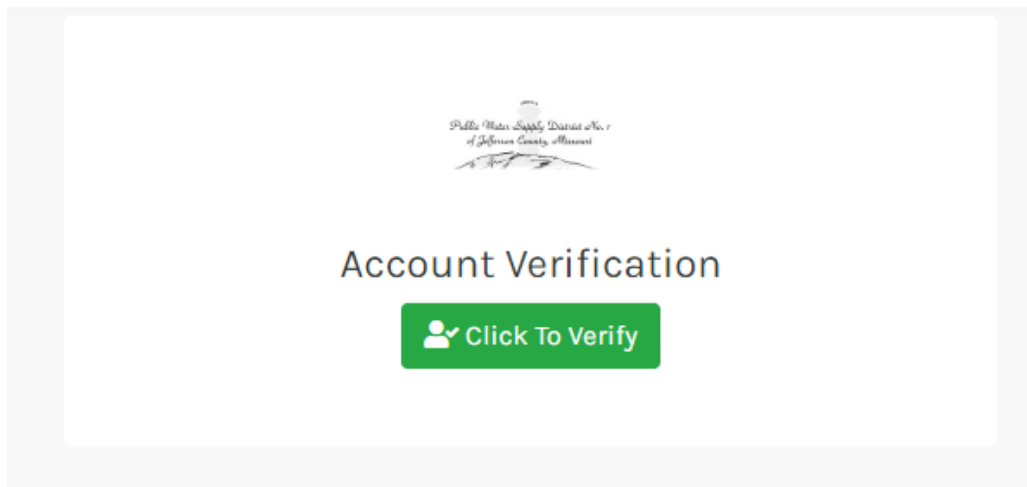
To: [REDACTED]

Subject: Account registration for PWSD #1

Hello [REDACTED]

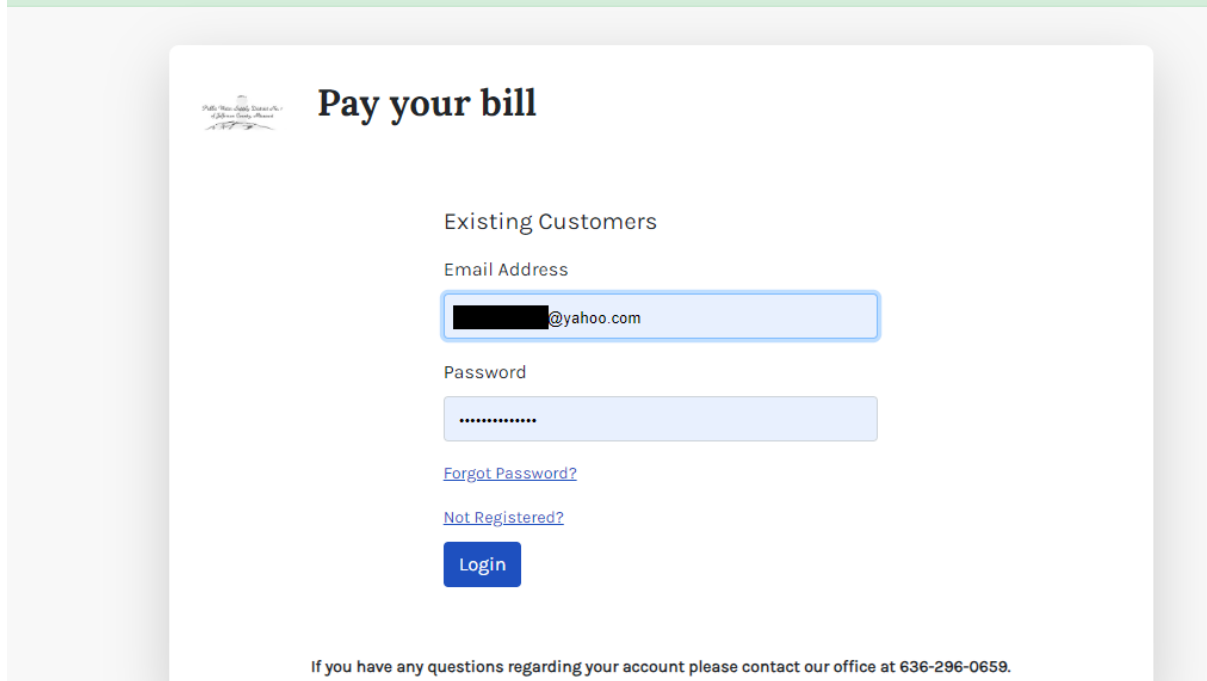
Follow the link below to verify your email and finish your account registration:

[https://pwsd1jeffco.authoritypay.com/user/verify-registration?token=W1mrSWfU5QopNGYRlXUkYFSVtNPoB\\_1705616912](https://pwsd1jeffco.authoritypay.com/user/verify-registration?token=W1mrSWfU5QopNGYRlXUkYFSVtNPoB_1705616912)

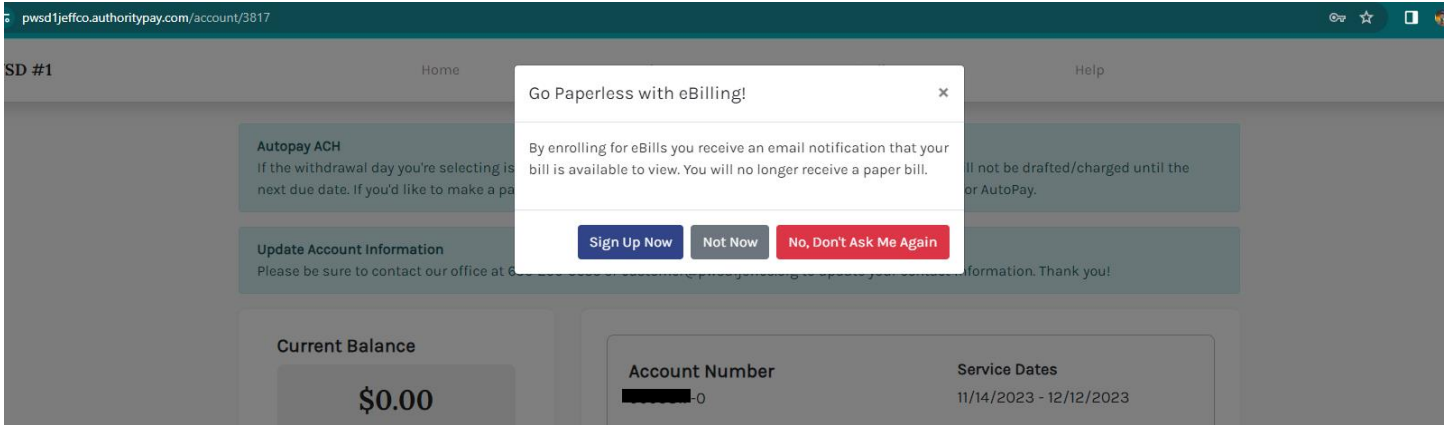


Once verified, you will be able to log in to the customer portal using the email address and password you created:

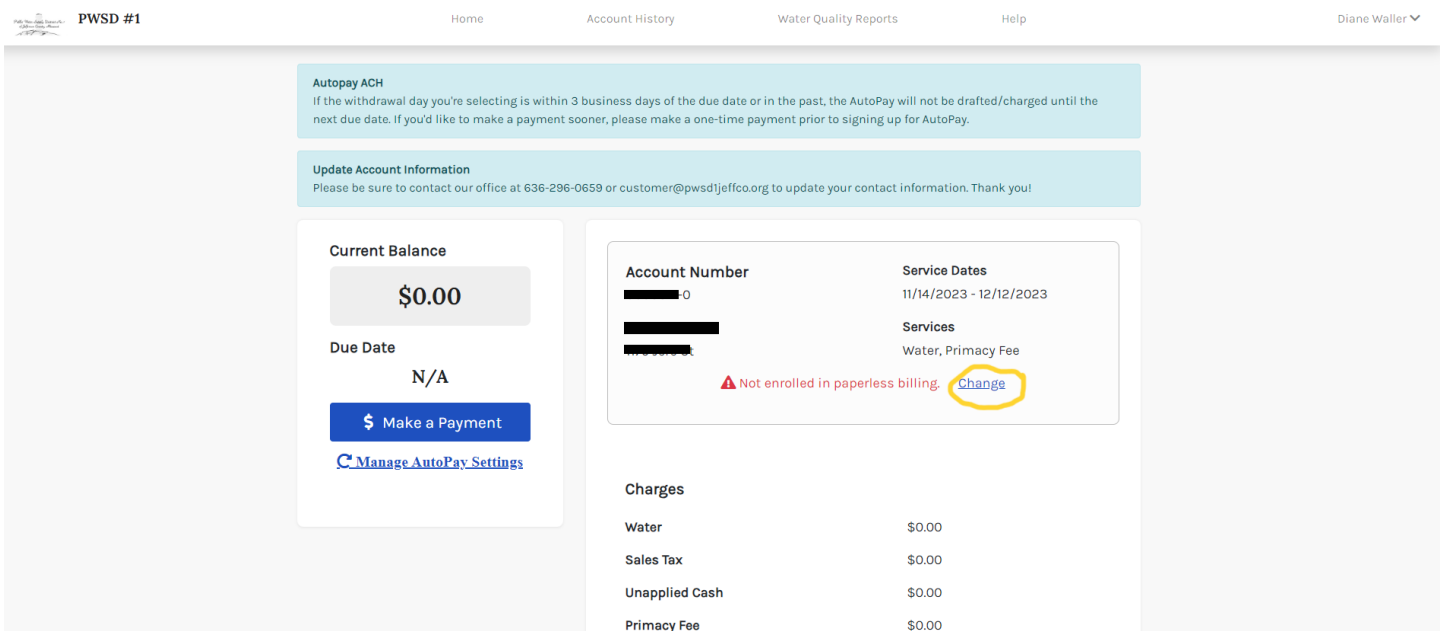
Your account and email have been verified. You can now login to manage your account.



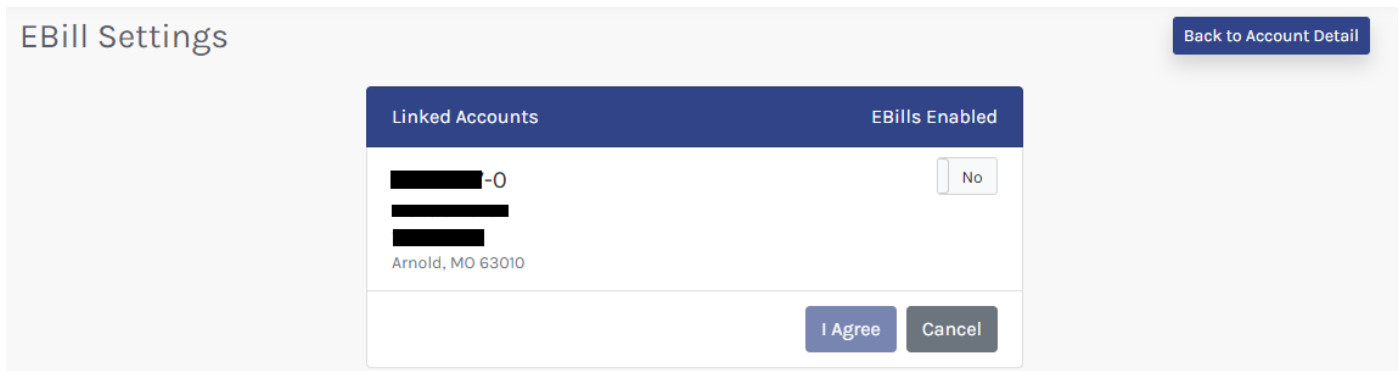
Your home page of the customer portal allows you to sign up for paperless billing and autopay with a prompt. You can also click Not Now to return later.



From your main page, you will want to click on the Change link next to the "Not enrolled in paperless billing" alert.



When EBill Settings opens up, just slide the toggle switch from No to Yes then you will need to scroll down and agree to the terms.



You are now signed up for eBilling and will receive a notification when your bill is ready to be viewed.

Your eBill Settings have been successfully saved.

**Autopay ACH**

If the withdrawal day you're selecting is within 3 business days of the due date or in the past, the AutoPay will not be drafted/charged until the next due date. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

**Update Account Information**

Please be sure to contact our office at 636-296-0659 or [customer@pwsd1jeffco.org](mailto:customer@pwsd1jeffco.org) to update your contact information. Thank you!

**Current Balance**

**\$0.00**

**Due Date**

N/A

**Account Number**

██████████

██████████

██████████

**Service Dates**

11/14/2023 - 12/12/2023

**Services**

Water, Primacy Fee

 Enrolled in paperless billing - Thanks for saving a tree. [Change](#)