Signing Up for Ebilling

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

PWSD #1		
	Pay your bill	
	Guests Checkout with Quick Pay	Log In
	Pay your bill without creating an account.	Not registered? Get started today. All you need is your account number and CID from your bill. <u>Create a new account?</u>
	If you have any questions regarding y	rour account please contact our office at 636-296-0659.

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.

	Create an Account	
	First Name Last Name	
	Account Number CID	
	Email Address	
	Confirm Email Address	
	Password Confirm Password	
	Create Account	
	Forgot Password?	

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

You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

The email will come from <u>no-reply@authoritypay.com</u> and you will need to click on the link in the email to finalize your account verification within 4 hours.



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 be	en verified. You can now login to manage your account.	
No na sin trans. An sin trans. A T	Pay your bill	
	Existing Customers	
	Email Address	
	@yahoo.com	
	Password	
	Forgot Password?	
	Not Registered?	
	Login	
	If you have any questions regarding your account please contact our office at 636-296-0659.	

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.

pwsd1jeffco.authoritypay.com/account/				∞ ☆ 🛛 🕴
SD #1	Home	Go Paperless with eBilling! ×	Help	
	Autopay ACH If the withdrawal day you're selecting is next due date. If you'd like to make a pa	By enrolling for eBills you receive an email notification that your bill is available to view. You will no longer receive a paper bill.	Il not be drafted/charged until the or AutoPay.	
	Update Account Information Please be sure to contact our office at 6	Sign Up Now Not Now No, Don't Ask Me Again	oformation. Thank you!	
	Current Balance	Account Number	Service Dates 11/14/2023 - 12/12/2023	

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

PWSD #1	Home	Account History	Water Quality Reports	Неір	Diane Waller 💙
	Autopay ACH If the withdrawal day you're selecting is within next due date. If you'd like to make a payment	13 business days of the due date (sooner, please make a one-time p	or in the past, the AutoPay will not be bayment prior to signing up for AutoPa	drafted/charged until the ay.	
	Update Account Information Please be sure to contact our office at 636-296	8-0659 or customer@pwsd1jeffco.	org to update your contact informatic	on. Thank you!	
	Current Balance	Account Number	Service D 11/14/202	Dates 23 - 12/12/2023	
	Due Date N/A	A No	Services Water, Pr ot enrolled in paperless billing, 🌈	rimacy Fee	
	\$ Make a Payment <u>C Manage AutoPay Settings</u>				
		Charges			
		Water Sales Tax	\$0.00		
		Unapplied Cash	\$0.00		
		Primacy Fee	\$0.00		

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 to update your contact information. Thank you!

