

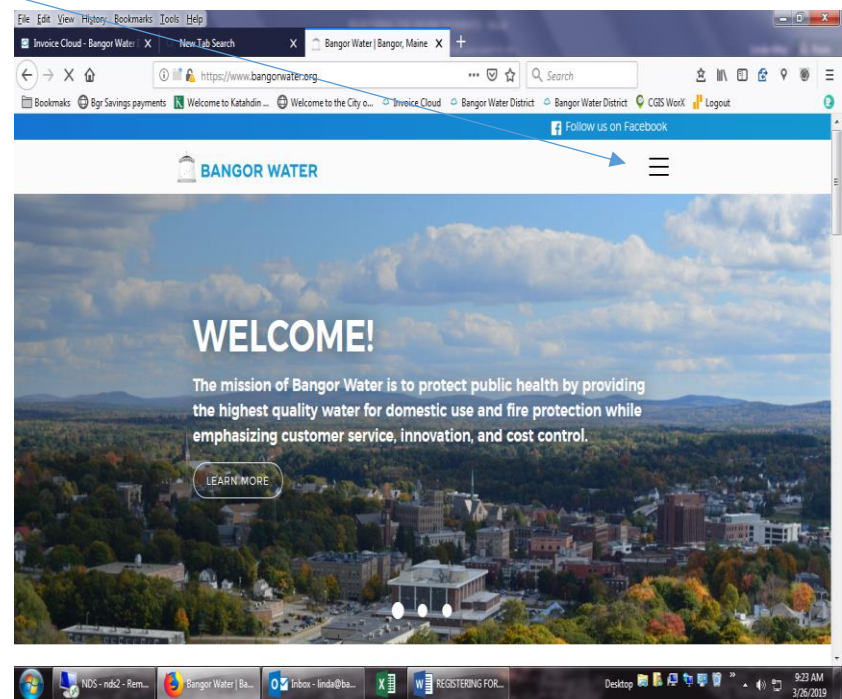
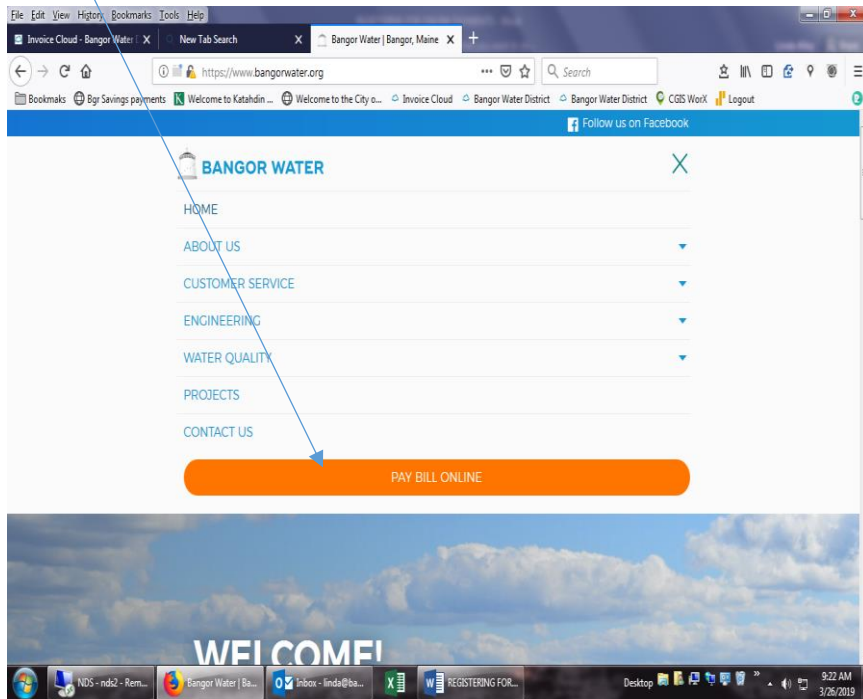
ONLINE REGISTERING

Email address: www.bangorwater.org

The above address takes you to our home page. On the home pay you should see a large ORANGE button “PAY BILL ONLINE”.

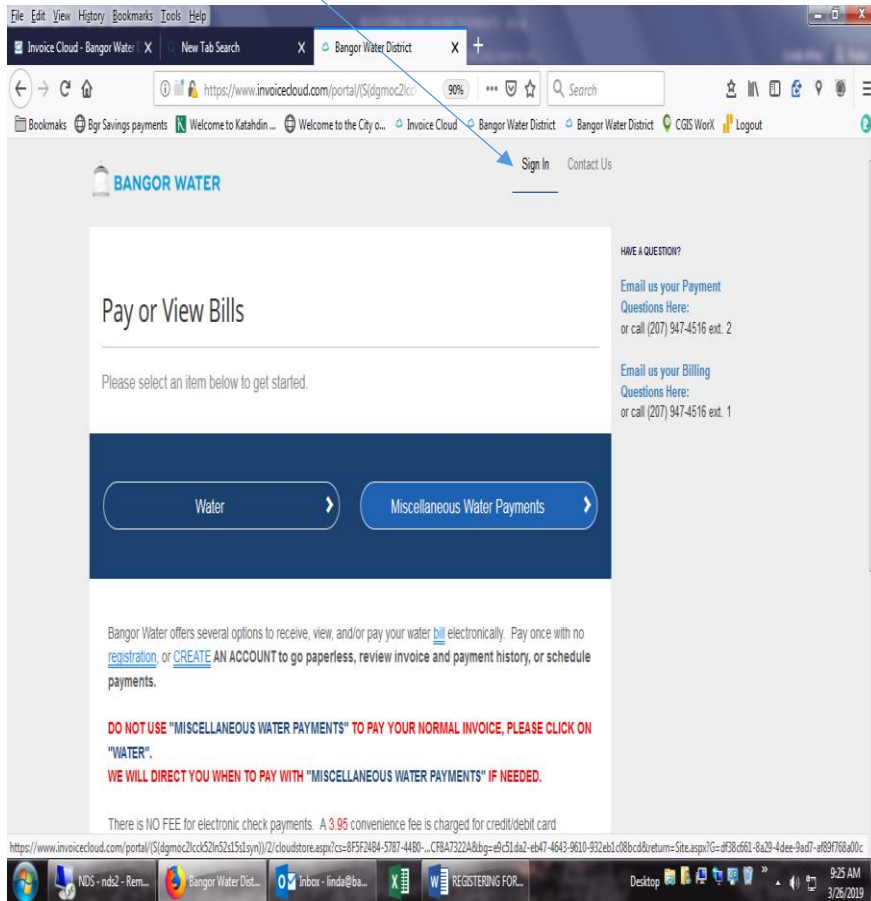
Use the orange tab to pay bills, get copies of any past bill, and registering accounts. Link Your Accounts.

If the orange tab does not appear, click on the vertical dashes to right of the Bangor Water logo/Image to display tab.



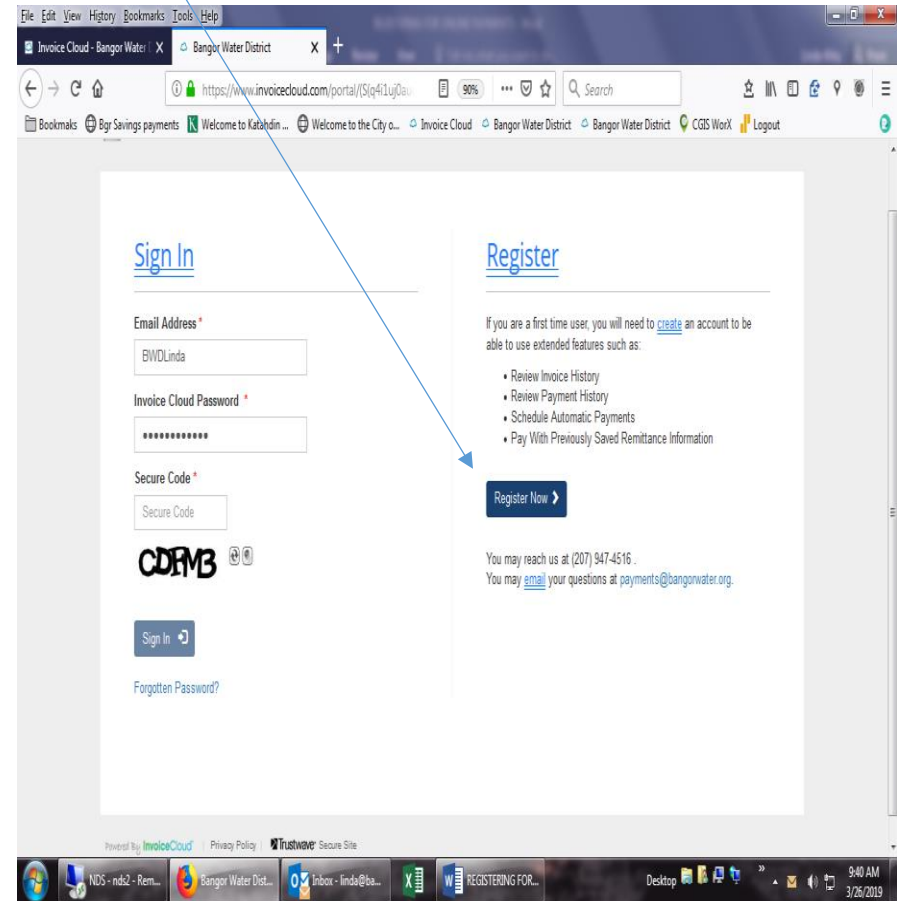
This takes you to the following screen below.

Select "Sign in"



Click "Register Now".

If you have more than one account and you wish to link them, you must register each one individually using the SAME EMAIL AND PASSWORD.



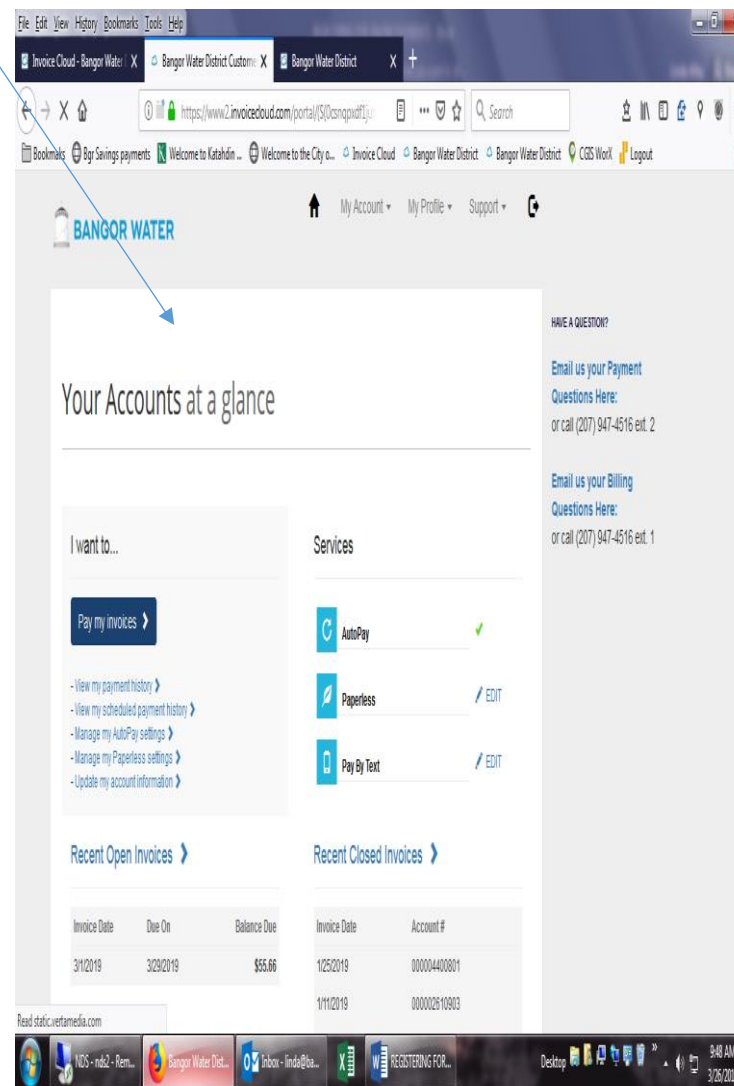
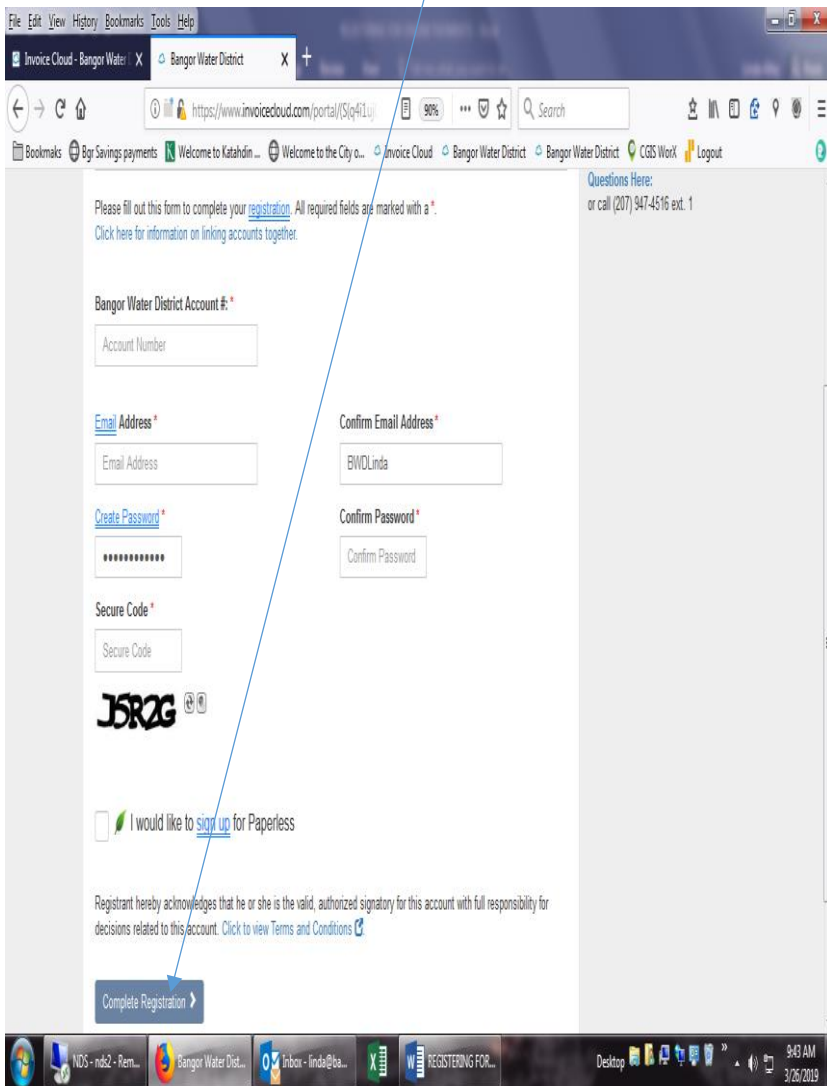
Screen below appears

NAME: **EXACTLY** AS APPEARS ON BILL (even if misspelled). This is a very sensitive field

ACCOUNT NUMBER: **EXACTLY** AS IT APPEARS ON THE BILL including leading zeros or alpha characters if any.

Enter Data. Click Complete Registration.

Your accounts at a glance appears.



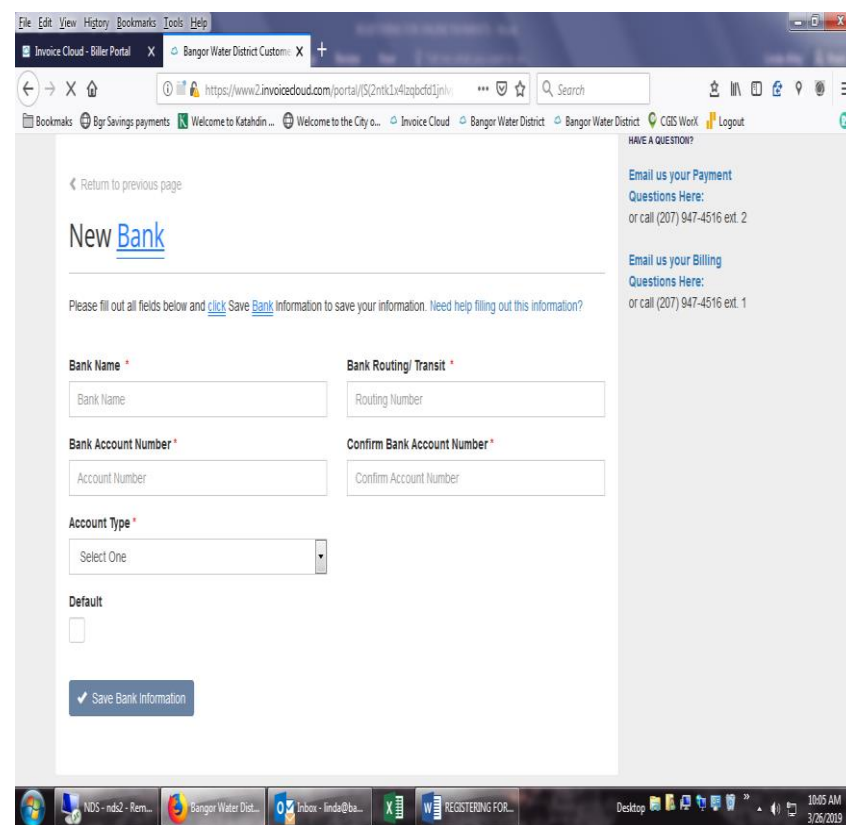
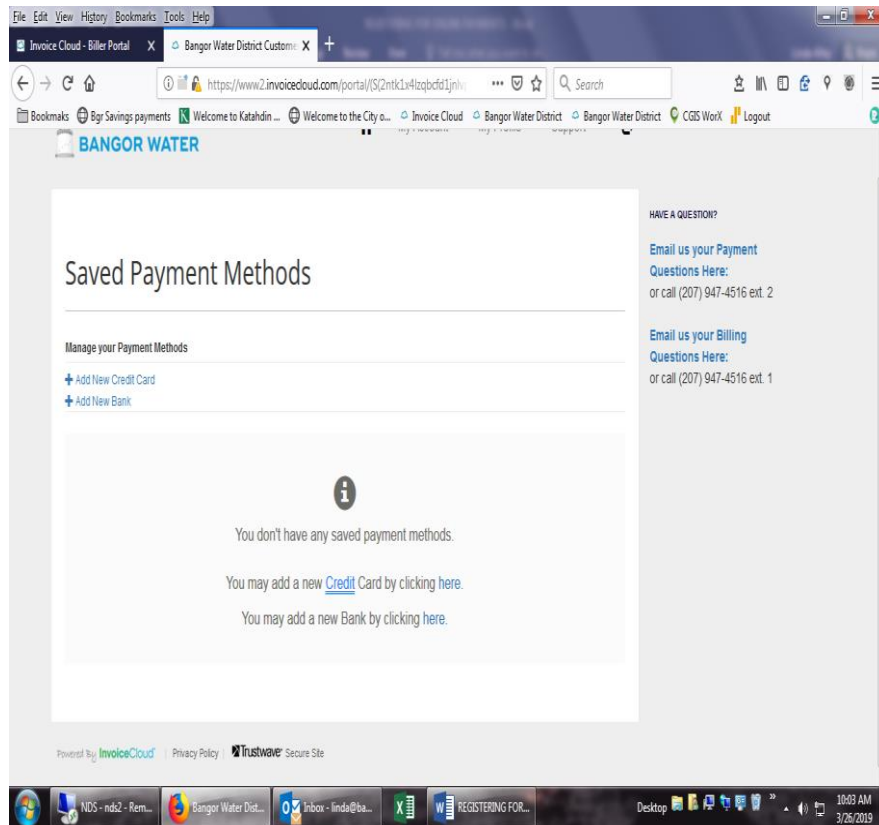
LINKING ACCOUNTS: This allows you to register multiple accounts and view all accounts associated together within

“Your Accounts at A Glance”. To make this function work, every account must be registered with the **same email address and password**. If an account is missing when you believe linked, check for errors in the email address or password for entry errors.

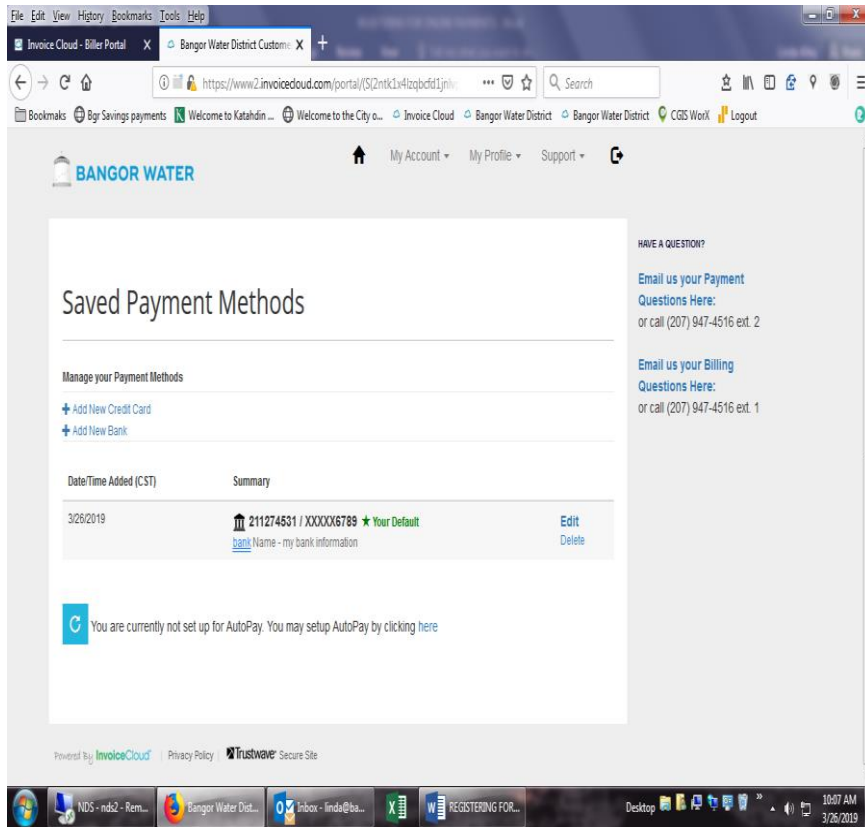
PAYMENT METHODS: If your bill is already past due, auto-pay will not work.

Click “My Profile”--- drops down, select--“Payment Methods”

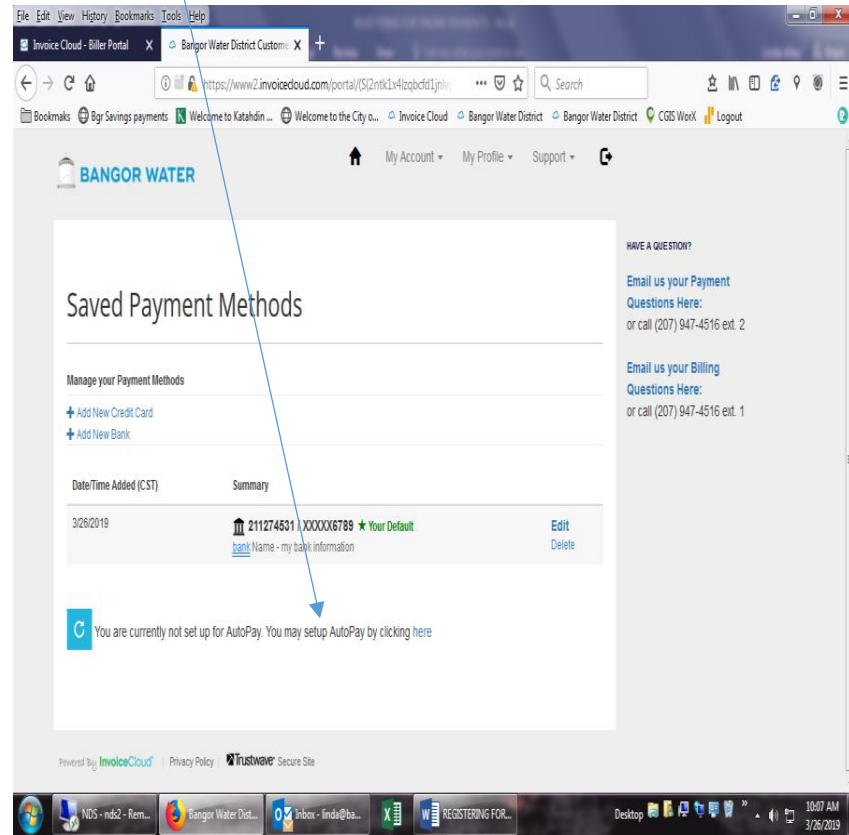
There is a fee for debit/credit card use. There is no fee for an electronic withdrawal (EFT/ACH) from your checking account.



Save Bank Information.



PAPERLESS BILL: If you wish to have your water bill paid automatically, click on “you are not currently registered for auto pay.”



FOLLOW-UP:

You will receive a number of emails in your inbox address associated with your accounts.

- Registering - does not require any action)
- Auto pay (if selected) – not complete until you click on the links as required in the email.
- Going paperless (if selected) – not complete until you click on links as required in the email.
 - You will receive notifications when a new bill is ready to view/download/pay. You will receive reminders if the bill is not viewed, and as the due date draws near.