

St. Lucie West Services District

PAY YOUR BILLS ONLINE

<p>GO TO www.slwsg.org</p> <p>Click on:</p> <p>UTILITY BILLING - REGISTER & PAY YOUR BILL ONLINE</p> <p>Step 1 →</p>	<p>UTILITY BILLING - REGISTER & PAY YOUR BILL ONLINE</p> <p>Click the Logo Below</p>  <p>Step 2 →</p>	 <p>UTILITY BILLING WEBSITE</p>
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STEP 3

The Utility Online Billing Website allows customers to pay bills, update personal and payment information, see account history and choose paperless e-bills.

Follow the website menu options located on the left menu bar (in green) to help you navigate our site.

NOTE: Mobile Users must expand the menu using the three line icon.

Password Criteria: A minimum of 6 digits. Include at least 1 Uppercase, 1 lowercase and numbers.

Registration Email is sent to you during the registration process from SLWSD Customer Service.

Current Bill Date will be needed for new users. (Example: Use 091516 on or after Sept. 15, 2016 or use 101416 on or after Oct. 14, 2016) Contact Customer Service for the Current Bill Date at (772) 340-0220.

Online Options:

- 1) Click **“One Time Payment”** to quickly pay your bill without logging in.
 - a. The account number is needed for this option.
- 2) Click **“Create New User”** if this is the first time using the full site. You must register for a Login ID before full access is granted. Complete the registration process by answering all the questions.
 - a. Enter your email address, personal information and security questions. (write down your answers for future usage). Click Create New User.
 - b. A confirmation email is sent to you containing a link to enable your user account. Click on the link to log in using your email and password.
 - c. Click on Select Account > Click Add Account > See two boxes. Add Account number (Customer ID in the first box and Location ID in the next box)
 - d. Enter the “Bill Date” (see above example: 091516). Click Submit.
 - e. A message will say the account is added successfully! Go back to the Menu on the left bar and click on “Select Account” > Click on the “Account Number” to pay bill > Click “Pay Now” and follow payment instructions to complete transaction. Verify credit card number or bank & routing number before submitting payment to avoid return payment fees.
- 3) Click **“Login”** using your email if you have previously used the full site.
- 4) Click **“Contact us”** to receive emails with your billing information instead of waiting for a bill to be mailed or you can select “Manage E-billing” > “Receive E-bill statements” and then click on “Submit”.

To Avoid Penalty charges pay your bill on the Utility Billing website before the due date by 4:00p.m. Your payment will post to your account by the next business day. You may select other payment options at www.slwsg.org “Automatic Bank Drafts” to ensure your payment is always received on time.