

HOW TO REGISTER AND SET UP YOUR AUTO PAY

STEP 1: REGISTER Choose Bill Type: Utility Bill. Enter your name as it appears on your utility bill, along with your 8-digit account number and 6-digit I.D. number. Click SUBMIT.

STEP 2: CREATE ACCOUNT PROFILE Fill in all requested fields. Click AGREE.

STEP 3: ADD A PAYMENT METHOD Click the "Payment Methods" tab at the top. Click "Add". Pick a nickname for your Payment Method (Example: "My Visa" or "Mike's Checking Account"). Select type: Credit Card, Personal Checking, Personal Savings or Business Checking. Click SAVE.

Fill in all required fields for your payment method. The name and billing address will pre-fill. You can change these if needed. Click SAVE.

STEP 4: SELECT BILL Click on the BILL tab. Check the box marked "Check To Pay".

Tualatin Valley Water District CleanWater Services Beaverton

Bill | Payments List | Payment Methods | Account Profile | User List | FAQ | Log Out

Please note that all payments received after 4:30 PM Pacific Standard Time will not be posted to your account until the end of the next business day.

Available Bill

* Indicates required field

Step 1: Pay Your Bill(s) By Check to Pay

2 bills found, displaying all bills

Select All / Unselect All | Show

Check to Pay	Bill	Due Date	Pay Date	Amount Due	Amount to Pay	Schedule to Pay
<input checked="" type="checkbox"/>	Utility Bill	08/30/2015	08/14/2015	\$237.98	\$237.98	

Primary Name: [REDACTED]
Account #: [REDACTED]
ID #: [REDACTED]
Service Address: [REDACTED]
Previous Balance: \$157.08
*: ** Transaction Detail **
Previous Payments: \$0.00
Late Charge: \$3.14
Sewer Base Charge: 1.0 EDU \$51.70
Sewer Usage Charge: 7.3 CCF \$12.56
Surface Water Charge: 1.0 ESU \$13.50

Note: If you set up auto pay AFTER the due date, you must make a One Time Payment for the past due amount.

Note: If "Amount To Pay" box is zero, enter \$1.00. You will not be charged once you click the clock to continue your Auto Pay set up.

STEP 5: Click the clock icon to set up AUTO PAY



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Scheduled Payment--Create New

* Indicates required field

Step 1: Review bill to pay

Bill	Due Date	Date Submitted	Date Modified	Amount Due	Amount to Pay	Balance Due
<input type="checkbox"/> Utility Bill	08/30/2015			\$237.98	\$237.98	\$237.98
Primary Name: *****						
Account #: *****						
ID #: *****						
Service Address: *****						
Previous Balance: \$157.08						
*: ** Transaction Detail **						
Previous Payments: \$0.00						
Late Charge: \$3.14						
Sewer Base Charge: 1.0 EDU \$51.70						
Sewer Usage Charge: 7.3 CCF \$12.56						
Surface Water Charge: 1.0 ESU \$13.50						

Step 2: Select Payment Method

Select One ▾

STEP 6: Select your Payment Method

Step 3: Select Payment Plan Type

- Recurring Fixed Amount Payment - The same amount is paid at a determined frequency.
- Automatic Payment - Bills are automatically paid 3 calendar days before the Due Date.

STEP 7: Select Automatic Payment (Do NOT select Recurring)

Step 4: Review Payment Plan

Amount due will be paid 3 calendar days before the Due Date

Step 5: Review Your Convenience Fees

Individual Convenience Fee Amount:	
Total Convenience Fees Paid:	
Total Paid under this plan:	

Cancel Save

STEP 8: Click Save

To schedule a payment you must create a payment method. Select the "Payment Method", then select the "Payment Plan Type", and click save when complete. If you have received a shut-off notice or your water has been shut-off, please contact the office. A scheduled payment will not prevent interruption of service.

If you need further assistance, please call 503-848-3000 or email us at customerservice@tvwd.org.

Please note: TVWD does *not* charge Convenience Fees.

To review your Auto Pay, click on the Payments List tab, and under Action, select View.