

TO ASSIST WITH YOUR INITIAL ONLINE ACCOUNT SET-UP,

PLEASE PRINT THIS TWO-PAGE DOCUMENT

STEP 1: REGISTER

- ENTER: FIRST NAME, LAST NAME, EMAIL ADDRESS, CONFIRM EMAIL
- CHECK THE EMAIL ACCOUNT YOU PROVIDED FOR ONLINE REGISTRATION INFORMATION
- YOU MAY HAVE TO TURN OFF JUNK MAIL OR OTHER SETTINGS
- THE REPLY WILL BE FROM: donotreply@logicssolutions.com

- A) A TEMPORARY PASSWORD WILL BE ISSUED
- B) USE THE LINK AT THE BOTTOM OF THE EMAIL TO RETURN TO SITE
- C) ENTER INFO BELOW

Log in Online Bill Payment

Username: **YOUR EMAIL ADDRESS**

Password: **TEMPORARY PASSWORD**

First Time User? [Register Here](#) [Forgot Password](#)

- D) CHANGE TEMPORARY PASSWORD AND SAVE
-

STEP 2: LINK YOUR ACCOUNT FOR PAYMENT

*Account Number: **1XXXXXXXX.00**

*Tenant Number: **98, 97, etc. (IT IS LISTED AFTER .00)**

*PIN: **UNIQUE # (EX. ADDRESS FOR SERVICE)**

*Alias: **NAME ON THE ACCOUNT**

NOTE: IF YOU HOLD THE POINTER OVER EACH FIELD, IT WILL SHOW YOU INPUTS NEEDED.

- A) AFTER ENTERING INFO, YOU SHOULD RECEIVE A "SUCCESSFUL" MESSAGE
- B) HIT THE BROWSER "BACK" BUTTON OR LOG OUT AND RE-ENTER USERNAME/PASSWORD (YOUR ACCOUNT HAS NOW BEEN SUCCESSFULLY CREATED)

WE DO NOT KEEP YOUR USERNAME AND/OR PASSWORD INFO ON FILE!

STEP 3: PAY YOUR BILL (AND MORE)

BILLING HISTORY

SHOWS METER READING DATE, METER NUMBER, USAGE, BALANCE PAID

USAGE HISTORY

SHOWS GRAPH OF WATER USAGE (THE **UP** AND **WA** CODES ARE THE SAME INFO)

PAYMENT TRACKING

SHOWS A BATCH NUMBER, RECEIPT NUMBER, AMOUNT PAID, AUTHORIZATION NUMBER

(THESE ARE LOGGED ONLINE AND AT THE OFFICE AND ARE THE "RECEIPT" FOR TRANSACTIONS)

UPDATE INFO

IF YOU NEED TO EDIT PERSONAL INFO REGARDING YOUR ACCOUNT

PAY YOUR BILL

FOLLOW THE PROMPTS FOR PAYMENT

WE DO NOT KEEP YOUR USERNAME AND/OR PASSWORD INFO ON FILE!