

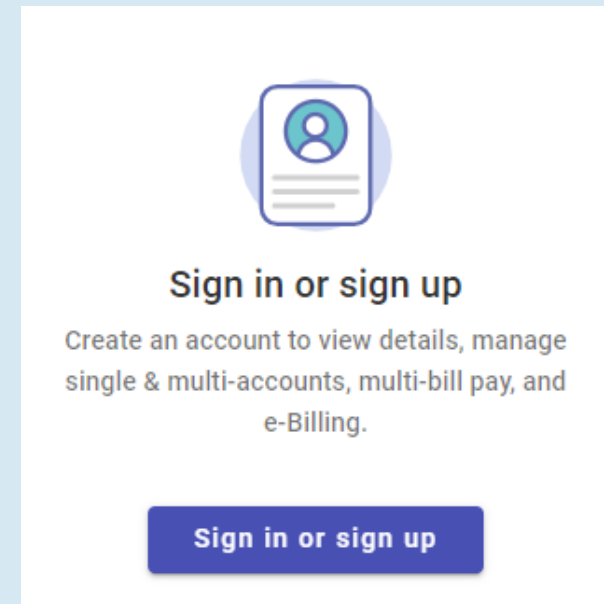
Instructions for setting up your new Woodridge Water Billing Payment Portal Account

#1



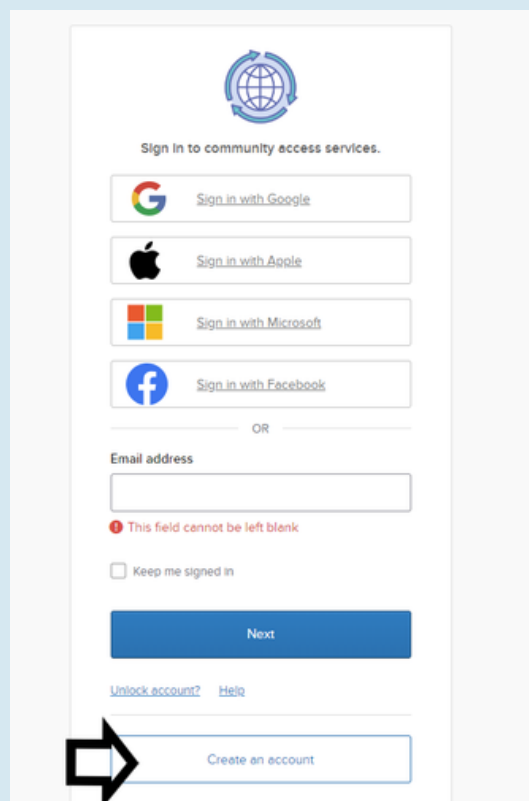
Go to the Water Billing Payment Portal
<https://tinyurl.com/WoodridgeWater>

#2



Click "Sign in or sign up"

#3



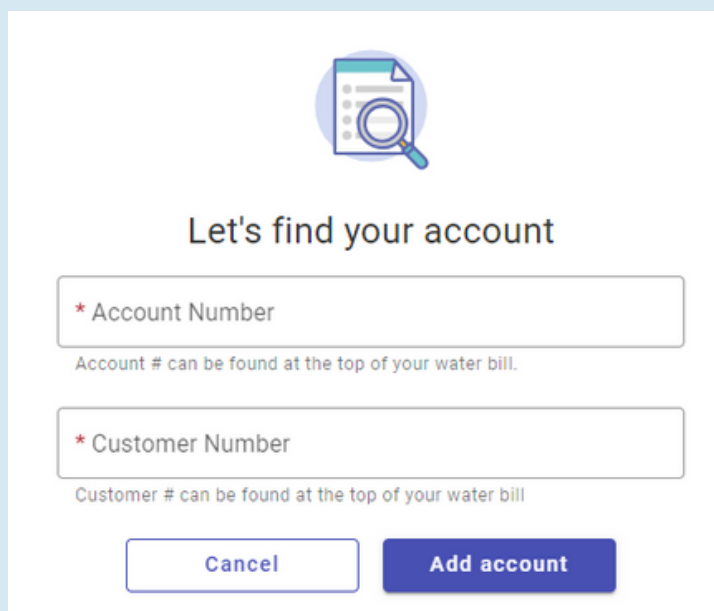
Click "Create an account"

#4



Enter your information. Once you have completed this section, you will need to go to your email to find a verification code. Enter the verification code and click "verify."

#5



Add your account information and click "add account." You can find your account number and customer number on any of your water bills.

#6



Explore the new Water Billing Portal!

Do you need more help?
Call 630-719-4909 or email epay@woodridgeil.gov

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Features _____ **Woodridge Water Billing Payment Portal**



1. Quick Pay

Don't remember your login? Forgot your password? Trying to pay your bill quickly? Use the quick pay option! All you'll need to do is enter your account number and customer number which can be found at the top of your water bill.

2. Autopay

Once you are logged into your account, you can click the "Enroll in autopay" button to set up your automatic payment preferences. Please note that if you were previously enrolled in credit card autopay on our old water billing platform, that you will need to create your account, sign in, and re-enroll in autopay. Individuals currently using direct debit autopay (bank EFT) will not need to make any changes or re-enroll in autopay using the new portal.

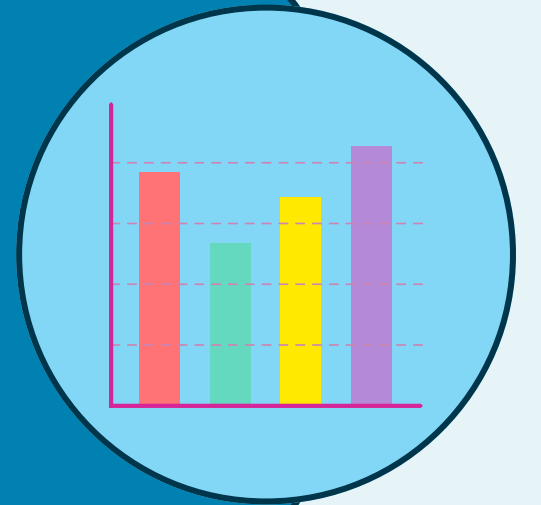


3. Notification Preferences

Once you are logged into your account, you can click the "Contact preferences" button on the left side menu bar to sign up for e-billing, change email reminders, billing reminders, and autopay reminders. You can also update your email.

4. Consumption

Once you are logged into your account, you can view your consumption on the main home page, or you can click the "Consumption" button on the left side menu bar to view this information in detail.



5. Account Activity & Transactions

Once you are logged into your account, click the "Account detail" button on the left side menu bar to view your account number, check your balance, view your water meter number, and view bills. Use the "Transactions" button directly under the "Account detail" button to view all of your previous transactions on your account.