

Online Bill Pay Registration

- 1) Click blue 'Bill Pay' Tab on the Lake Grove Water Dist. home page.
- 2) Click green 'Register' Tab.
- Step 1 3) Enter your 5 digit account #. (On your bill right above your name & address)
- 4) Enter your 9 digit alpha/numeric ID #.
(Lower left corner of your bill. Use capital letters and include the dash)
If you can't read this code, please call the office and we will provide it to you.
- Step 2 5) Your information should appear. Enter your phone #. Click 'continue'.
- Step 3 6) Enter the user name you will use to log into Bill Pay in the future. (no spaces)
- 7) Enter the password you will use to log into Bill Pay in the future, and confirm.
- 8) Enter your Email address, and confirm. Click 'continue'.
- Step 4 9) Verify Info is correct. Click 'continue'.
- 10) Account Creation Successful should appear. Click 'Finish' arrow.
The Welcome screen will appear.

Online Bill Pay Account set up

- 1) Click on Lake Grove Water in the Pay Accounts. (Your account detail will appear)
- 2) In the 'Current Balance' box, click the orange 'Pay' button.
- 3) Select either the Credit Card or E-check options.
Please note: there is a \$4.25 processing fee on Debit/Credit Cards.
- 4) Complete the necessary payment information.
- 5) Select 'Yes' to store info if you will be using auto-pay. (Enter a nickname such as cc or ach)
- 6) Select 'Yes' to sign up for auto-pay if you will be using this option. Click 'Pay Now' to cont.
- 7) Payment Successful screen should appear. Click 'Print this page'.

Auto-Pay Options

You have a choice of the 10th, 15th, or the 20th for Auto-payment dates.

If you wish to change the auto-pay date:

- 1) Select 'Manage Auto-Pay', Lake Grove Water should appear in option box. Click 'search'.
- 2) Under your account # is the auto-pay date. If you wish to change the date, click the ['here'](#)
- 3) Select the new date from the drop down options, and 'save'.