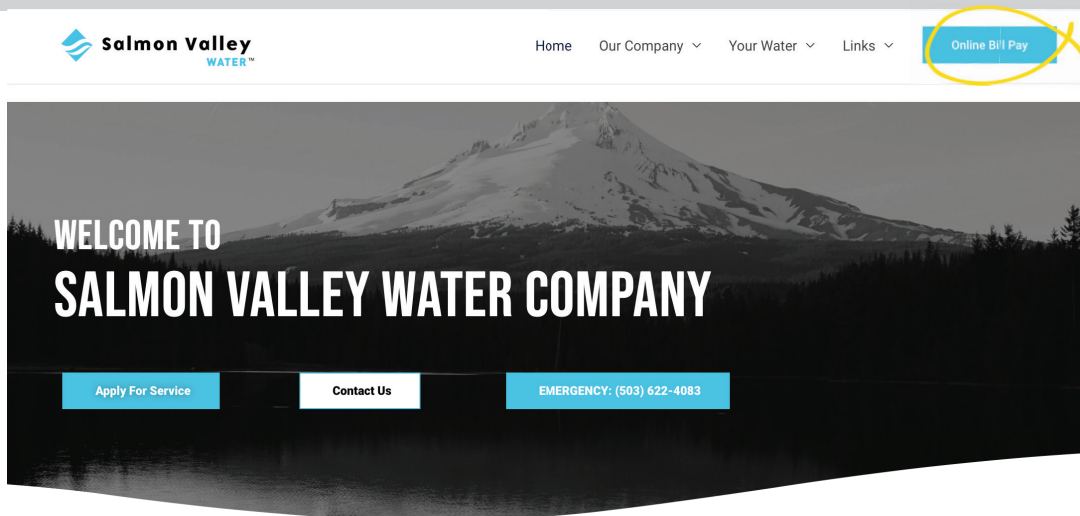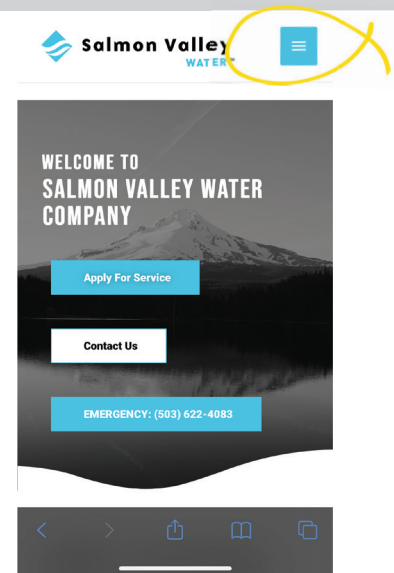# Salmon Valley WATER™

ONLINE BILL PAY

1. On the homepage click on the ONLINE BILL PAY button at the top right corner of the page. On phone or tablet you will find this button in the "Hamburger" Menu:
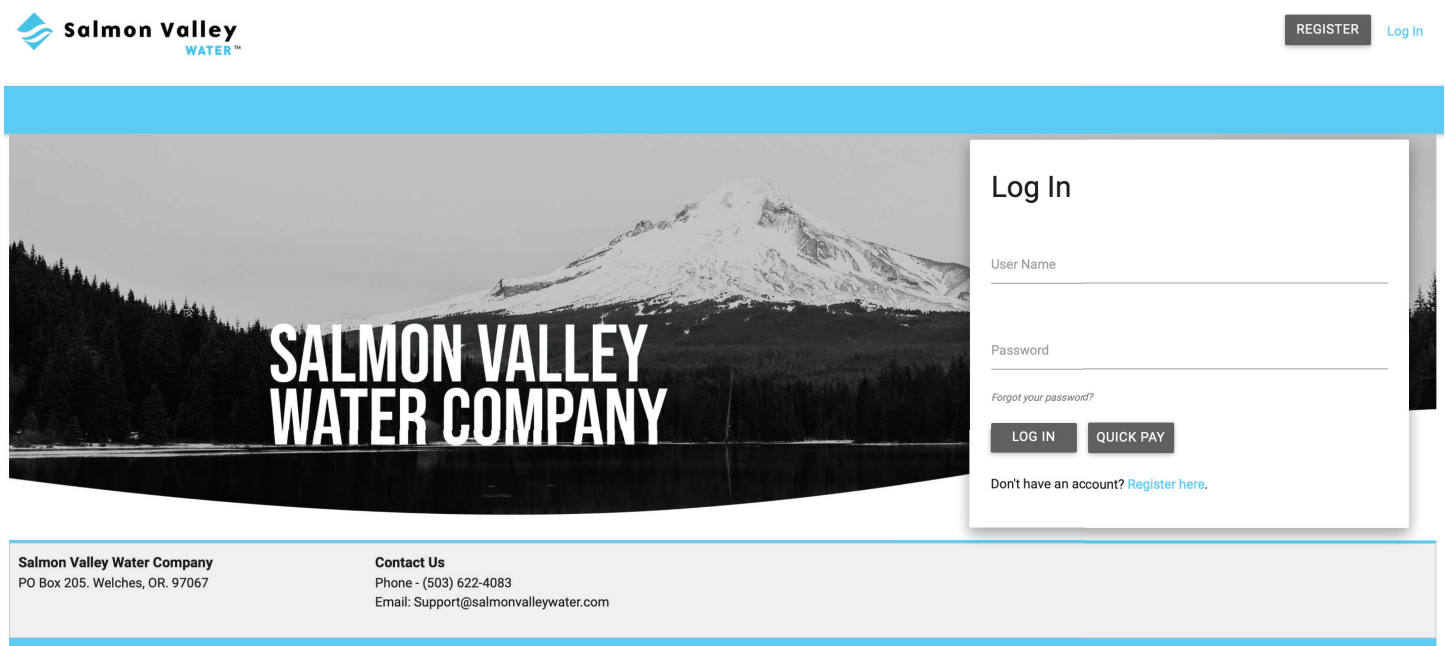
DESKTOP   PHONE/TABLET

2. You will be directed to ONLINE BILL PAY Portal Log In screen. Your screen should look like this:

3. First time users must first register to create an account. Click on REGISTER HERE

Log In

User Name

Password

Forgot your password?

LOG IN   **QUICK PAY**

Don't have an account? *Register here.*

4. You will be asked for your account number. This will be on your bill or you can contact the office at 503.622.4083

Search Account   Verify Account   Register User Info   Complete

Step 1: Account Lookup

Please enter your account number as shown on your bill.

Account Number

SEARCH

5. Click the search button once you have entered your account number. If it is correct then click on YES, THIS IS MY ACCOUNT. If it is not correct make sure you entered the right account number. If you have entered the right number and it is still not the right information, please call the office at 503.622.4083 and we will help you.

Search Account   Verify Account   Register User Info   Complete

Step 2: Verify Account

Service Addresses associated with Account Number 111

Customer Name: Salmon Valley Water Company
Service Address: 24525 E Welches Road Welches 97067

YES, THIS IS MY ACCOUNT   **I DON'T SEE MY ACCOUNT**

6. You will then be asked to create a username, password and to enter your email address. Be sure you remember your password. SVWC staff will not be able to help you with any password related issues. If you cannot remember your password all we can do is delete the account and you will have to register all over again:

7. Enter a username, password, and email address. There are no limits on your password (E.G. length, caps no caps, special characters, etc.). Click REGISTER when you are sure you have entered what you want, and the following screen will display:

8. At the bottom of the Step 4 box you will see Log In. Click on that then enter your new username and password to begin using the system.

THANK YOU FOR REGISTERING!