

REGISTER FOR ONLINE PAYMENTS WEBSITE

HOW TO REGISTER



Service. Quality. Community

1. Go to the Online payment website and at the top right select **Login/Register**. Then click **Register**.

A screenshot of the Big Bear Lake Department of Water (DWP) login page. The header features a bear silhouette and the text "Big Bear Department of Big Bear Lake DWP, CA". The main content area is titled "Login" and contains two input fields: "Email address" and "Password". Below the fields is a blue "Login" button. At the bottom, there are links for "Forgot password?" and "Don't have an account? Register".

2. Enter in your Email, Name and Password. Phone Number is optional. Select **Register**, when done.

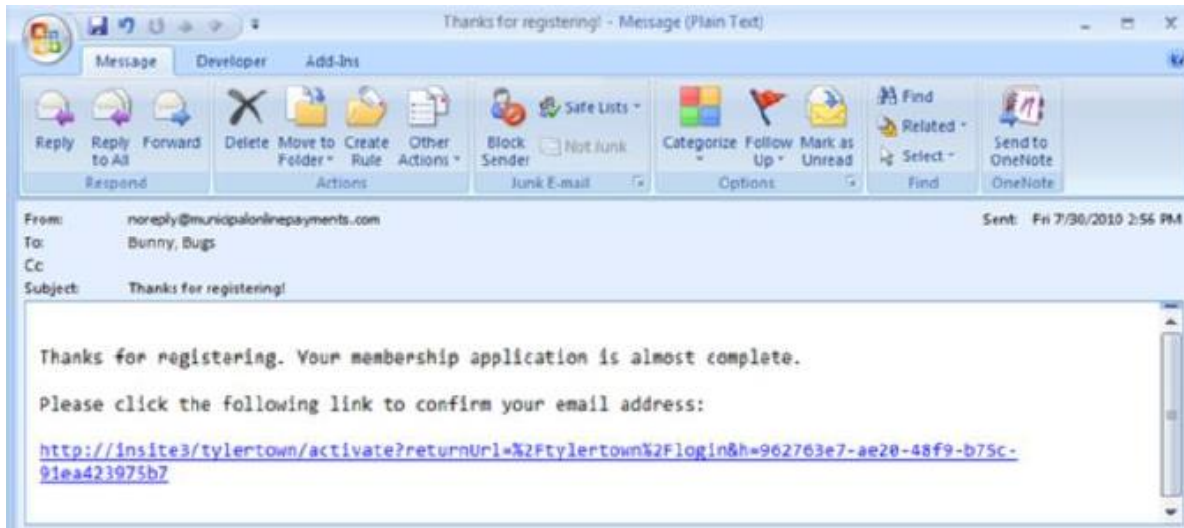
Note: Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, +, @, #, /, etc.)

A screenshot of the Big Bear Lake Department of Water (DWP) login page, identical to the previous one but with example text. The "Email address" field contains "johnsmith@example.com" and the "Password" field contains seven asterisks. The "Login" button and links for "Forgot password?" and "Don't have an account? Register" are also visible.

3. An email is sent to your email address to confirm that your address is correct. Check your email to find the "Thanks for registering!" email.



- Click the link in the email to confirm your email address and activate your account. The link returns you to the login page for your online services website.



- Log in using your email address and password.
- Click on Link to **Department of Water Bill Pay**
- Click on Add Account.
Note: You will be prompted to input your Account Number and Last Payment Amount.



Add an account to access the following features:

- View account detail
 - Transaction history
 - Address info
 - Account info
 - Consumption history
- Pay your bill
 - Pay multiple bills in one payment
 - Save credit card for future payments
- Sign up for e-Billing
- Manage multiple accounts