

Instructions for setting up your online account with Wayne Water Districts

- 1) Go to <http://www.waynewaterdistricts.com>.
- 2) Click on the button in the top right corner to Pay Online.
- 3) Enter your First and Last Name as it appears on your water bill and a valid Email Address.
- 4) A temporary password will be sent to your email address provided. You must have this password to proceed.
- 5) Return to the Login screen and enter your user name (this is your email address) and temporary password that was sent to you.
- 6) On the next screen change your password to something you will remember, but in the format required. There will be instructions on this screen.
- 7) On the next screen, select "Link Account" (you will have to repeat the followings steps if you have more than one account with Wayne Water Districts that you want to link).
- 8) The next screen will require an account number, tenant number, Pin and Alias.
 - a. Account number - the first eleven (11) digits of the account number on your most recent bill, including the decimal point. Please note that using a bill prior to September 2011 will not work because the account number is a nine (9) digit number.
 - i. Example of correct number: XXXXXXXX.XX
 - b. Tenant number - the last two (2) digits of the account number and will most likely begin with a nine (9).
 - i. Example: 9X
 - c. Pin number – Create a four (4) digit number you will remember.
 - d. Alias – Your first name, nickname or other name to identify this account.
- 9) When you receive a message "Your account was successfully linked to your profile" hit cancel and you will be taken to the screen displaying your account data.