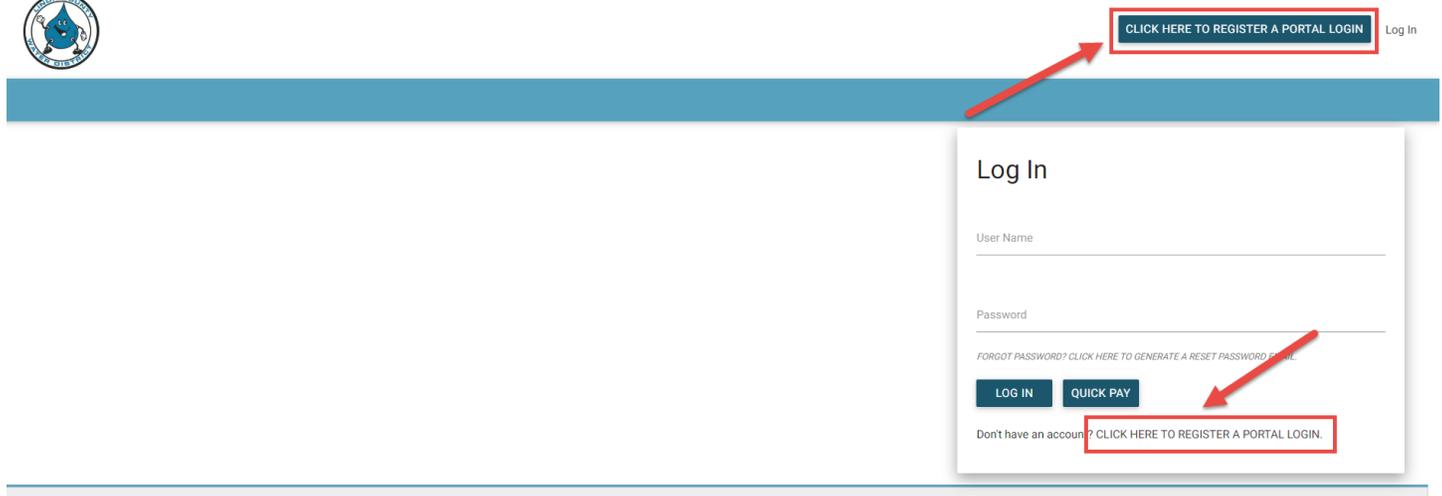


How to set up your Linda County Water District payment portal account

Go to <https://lindawater.azurewebsites.net> in a web browser.

Click on the **CLICK HERE TO REGISTER A PORTAL LOGIN** button in the top right or click the **CLICK HERE TO REGISTER A PORTAL LOGIN** link at the bottom of the Log In box to initiate the Registration Wizard.



The account registration wizard is a 4 step process.

Step 1: Account Lookup

A screenshot of the "Step 1: Account Lookup" registration wizard. At the top, there is a progress bar with four steps: "Search Account" (highlighted in blue), "Verify Account", "Register User Info", and "Complete". Below the progress bar, the title "Step 1: Account Lookup" is displayed in large font. Underneath the title, there is a instruction: "Please enter your account number as shown on your bill." Below this instruction, there is a text input field labeled "Account Number" and a "SEARCH" button. Below the "Account Number" field, there is another instruction: "Please enter the phone number associated with your account. If you have any issues registering contact the Utility office." Below this instruction, there is a radio button selected next to the label "Phone Number". Below the "Phone Number" label, there is a text input field labeled "Phone Number".

Enter your account number as shown on your bill in the Account Number field.

To ensure security, enter your phone number in the Phone Number field. This must match the phone number on file associated with your utility account.

Click the **SEARCH** button.

NOTE: The following will display if the account number and/or phone number entered does not match what is in the utility system:

The information provided does not match what we have on file.

If you receive this message contact the **Linda County Water District** for assistance.

Once the correct information has been entered you will continue to the next step.

Step 2: Verify Account

Search Account **Verify Account** Register User Info Complete

Step 2: Verify Account

Service Addresses associated with Account Number

Customer Name:
Service Address:

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

The Customer Name and Service address associated with the account number entered will display. If the information displayed is correct click the **YES, THIS IS MY ACCOUNT** button. If it is not correct click the **I DON'T SEE MY ACCOUNT** button to go back to Step 1.

Step 3: Create User

Search Account Verify Account **Register User Info** Complete

Step 3: Create User

* User Name _____ * Email Address _____

* Password _____ * Confirm Password _____

CLICK HERE TO REGISTER A PORTAL LOGIN

Continue registration by filling in the 4 fields. See the example below.

Search Account Verify Account **Register User Info** Complete

Step 3: Create User

* User Name
exampleuser

* Email Address
exampleuser@example.com

* Password
....

* Confirm Password
....

CLICK HERE TO REGISTER A PORTAL LOGIN

Click the **CLICK HERE TO REGISTER A PORTAL LOGIN** button to complete the registration.

Step 4: Registration Complete

[Search Account](#) [Verify Account](#) [Register User Info](#) [Complete](#)

Step 4: Registration Complete

User Name: exampleuser
User Email: exampleuser@example.com

[Log In](#)

The registered User Name and User Email associated with the account will display.

Click the [Log In](#) link in the bottom right of the box to go back to the portal Log In screen and log in to the account.