



Dear Customer,

We are excited to announce PWSD#2's new website and online payment portal to help make your bill pay and water service experience even more convenient.

**ALL PWSD #2 customers must re-register with this new portal using their new 11 digit account number to access online payments.**

## Go to [www.pwsd2.org](http://www.pwsd2.org)

1. Select "My Account" at the top corner of the screen
2. On the Login screen, click "Register"
3. Enter your information and wait for the activation email
4. Activate your account from your email and then login
5. Select "Water Utility Billing"
6. Select "Add an Account"
7. Enter your **NEW 11 digit account number** and last payment amount and click "Add Account"
8. Follow the remaining steps to activate your new account

## Automate your PWSD#2 bills with ACH Bill Pay

Take advantage of all the new features of your online portal. Along with scheduled, automated payments, all PWSD customers will be able to:

- Keep track of past and current bills
- Set up automated bill pay through ACH bank withdrawals
- Track monthly water usage
- Customize account settings
- And more!