# Paver Guide

# Starting May 1st

Mountain Water & Sanitation District is UPGRADING our Online Payments!

Available Soon: Autopay, Online Bill View and Paperless Billing

# Utility Account # 0012345678 Card Number 41\*\*\*\*\*\*\*\*\*\*\*1111 VISA Total: \$37.89

Paystar

# **ABOUT**

Mountain Water & Sanitation has partnered with Paystar to offer its members more online features.

Payers can quickly find their utility account and balance due with just a few pieces of information from their bill. You can simply submit a payment or create an account to access additional features.

There will be a service fee per transaction for debit/credit cards charged by Paystar, and FREE for electronic transfers from your checking or savings account.

Visit our website to enjoy the added features:

www.mtwaterandsan.com

# **Quick Pay**

Self Service Portal

Debit/Credit Card/ACH

**AutoPay** 

**Email Reminders** 

Wallet

**View Bills** 

# HOW TO CREATE ACCOUNT

### Step 1:

Visit our website and locate the online payment option.

### Step 2:

Enter your ACCOUNT # + the first three letters of the customers last name to look up your account. Select CREATE ACCOUNT and enter your contact information. Select CREATE ACCOUNT.

## Step 3:

Log in to your email account and locate the email from Paystar to complete registration. Click FINISH ACCOUNT REGISTRATION and create a password.

### Step 4:

You are now logged in to your customer portal. From here you can explore all of the features available such as enroll for autopay, sign up for notifications, and save payment methods for faster payment next time.

\*\* To enroll in Autopay and access additional features, you will need to create an account.