TO SIGN UP FOR ACH OR AUTOPAY ONLINE GO TO: <u>www.lakewoodwater.org</u>



ON THE HOMEPAGE, CLICK THE FOLLOWING BUTTON:

THE LOGIN SCREEN WILL APPEAR AS SHOWN BELOW. CLICK LOGIN IN THE TOP PANEL:



THE LOGIN SCREEN WILL APPEAR AS SHOWN BELOW. PLEASE PROVIDED THE LAST 5 OR 6 DIGITS (AFTER THE DASH) OF YOUR ACCOUNT NUMBER ON THE FIRST LINE LISTED **CUSTOMER ID NUMBER.**

YOUR PASSWORD OR CUSTOMER PIN (IF NOT PREVIOUSLY ESTABLISHED) CAN BE PROVIDED TO YOU BY A CUSTOMER SERVICE AGENT BY CALLING **253-588-4423 DURING BUSINESS HOURS OF 8:30AM-5:00PM**.

Lakewood Water District				
e-Government Home Logi	Forgot Password			
Lakewood Home Page	Login			
How To Use This Site				
Pay Bills	Enter your Consumer Identification Number and PIN Number to login.			
Checkout	After 20 minutes of inactivity you will be automatically logged off.			
Send E-mail To District	Pay outstanding bills without logging into the application with a current invoice number, using the menu to the left.			
Privacy Policy				
	Customer ID Number *			
	Password *			
	Remember Customer Id			
	Login Forgot Password			

PLEASE ENTER YOUR CONSUMER ID AND CUSTOMER PIN OR PASSWORD IN THE LOGIN SCREEN.

YOU WILL BE PROMPTED TO ENTER YOUR EMAIL ADDRESS TO CHANGE YOUR PASSWORD. PLEASE RETRIEVE YOUR NEW PIN NUMBER FROM YOUR EMAIL BEFORE LOGGING IN.



ONCE LOGGED IN YOUR SCREEN WILL REFLECT AS SHOWN ABOVE. PLEASE CLICK ON **VIEW ALL** ACCOUNTS.

Lakewood Water District					
e-Government Home Kahuhu, Conan Log Out					
My Accounts					
The following is a list of all of your accounts associated with this Consumer ID. Select 'Details' to view information about your account. Select 'Pay' to pay your bills.					
Account	Name On Account Address	Status	Amount Due	Pay	Details
Utility Billing Account(s)					
14939-84005 master responsible party	KAHUHU, CONAN 5511 DETROIT AVE SW	new account - before 1st bill	0.00	Pay	Details
		Total	0.00	Pay All	

YOUR ACCOUNT DETAILS WILL REFLECT AS SHOWN ABOVE. CLICK ON THE DETAILS BUTTON



THE FOLLOWING PANEL WILL APPEAR. PLEASE CLICK ON BANK DRAFT.

The following shows the current automatic payment information used to draft your bank account to pay your utility bills for this account. Changes can be made using the buttons shown. Any changes submitted online must be reviewed by Customer Service and approved by your Bank before they become effective. Please allow appropriate time for this to happen. Contact (253)588-4423 with any questions.

Account	14939-84005	Service Address	5
Status	new account - before 1st bill	Name	ĸ
Account Type	Residential Single Unit	Mailing Address	2
In Date	09/15/2016		А
Out Date			С

5511 DETROIT AVE SW KAHUHU, CONAN 2515 HANCOCK EXPRESSWAY APT #333 COLORADO SPRINGS, CO 80910-

You do not have a current bank draft to display.

New Draft

YOUR ACCOUNT INFORMATION WILL BE LISTED AS SHOWN ABOVE. CLICK ON NEW DRAFT.

Utility Billing New - Change Automatic Payment

By clicking the "Submit" button below, you are authorizing Lakewood Water District (LWD) to withdraw your bimonthly water bill from your checking/savings account on the due date shown on the current billing. You will continue to receive a utility bill which will reflect the amount due and the due date when your account will be debited, but it will include the statement, "AUTOPAY-DO NOT PAY." If your payment is dishonored or returned, the amount of the payment plus the return item fee of \$35.00 and any applicable late charges will be added to your account. If your account receives (2) returned item fees within a 12-month period your account will be designated as "Cash Only" for an additional 12-month period and will be removed from the ACH program.

The ACH debit will remain in effect until one of the following occurs:

a) You cancel your direct debt authorization by notifying LWD in writing either through signed correspondence or a signed cancellation form;

b) A request for a final bill is received by our office. After final bill is drafted, ACH will be inactive, as account is closed;

c) LWD receives notice from the bank of insufficient funds. After the first return, you will be required to request to continue on the ACH program; if we do not hear from you we make the ACH option inactive until we do; or

d) LWD receives notice from the bank of customer account changes such as an account closed.

PLEASE REVIEW ACH OR AUTOMATIC PAYMENT POLICY BEFORE SIGNING UP.

	Your Name 1234 Your Address City, State Zip
	Pay to the order of
	Dollars
	Bank Name
	•:023456789•:1234••1234567890::•001
	Routing Account Number Number
	Note : Your check routing and account numbers may be in a different order than the picture above.
Name On Account	
Bank Name	
Bank Routing Number	
	(9 digit number that begins with 0, 1, 2 or 3. Do not include spaces or hyphens)
Bank Account Number	
	(Do not include spaces or hyphens)
Bank Account Type	Checking V
	You must enter either your work or home phone number. This contact number will be used in case their is a problem when your account is drafted.
Home Phone Number	253-444-7187
Work Phone Number	
	Submit

ONCE THE ACH OR AUTOMATIC PAYMENT DISCLAIMER IS READ AND AGREED UPON. PLEASE PROVIDE YOUR BANKING INFORMATION AS INDICATED PANEL ON THE LEFT. ONCE ALL INFOMRATION IS FILLED IN PLEASE PRESS THE **SUBMIT** BUTTON

AT THIS POINT YOUR INFORMATION HAS BEEN SENT TO OUR OFFICE AND YOU ARE SIGNED UP FOR AUTOMATIC PAYMENTS.