# *Welcome* to the **new** WATER AND SANITATION ONLINE BILLING PORTAL

**San Bernardino County Public Works, Special Districts Division of Water and Sanitation has upgraded its billing system to include a new online portal.**

## NEW ONLINE PORTAL FEATURES INCLUDE

- Access To Your Account Information 24/7
- Update Account Information Instantly
- Go Green With E-Billing
- Monitor Multiple Billing Accounts
- Pay Bills Online And Avoid Service Charges
- **Set-up Auto Pay!**

New to the Online Billing Portal? No problem!
Get started by following the seven easy steps on the next page.
Register, create your User ID and link your utility account today!

Not sure if your district is serviced by San Bernardino County?
No worries! We are only a phone call or email away.

**Call:** 760-955-9885, or

**Email**: customerservice@sdd.sbcounty.gov

SAN BERNARDINO COUNTY

WAS ONLINE BILLING
Quick • Convenient • Secure

SAN BERNARDINO COUNTY

WAS ONLINE BILLING
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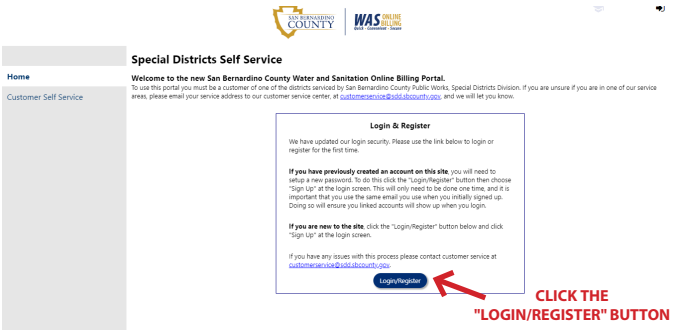
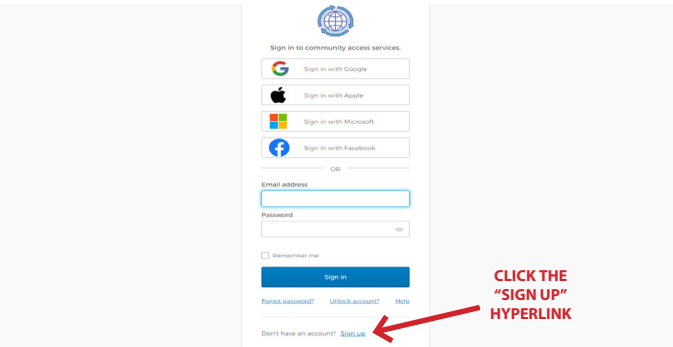
**Get Started Today! Go To: MyWASBill.org**

## STEP 1:



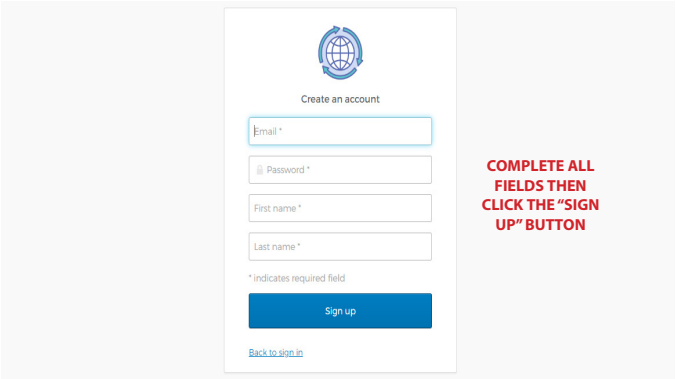

On the "Home" page, click the **Login/Register** button at the bottom of the screen to register for an account.

## STEP 2:



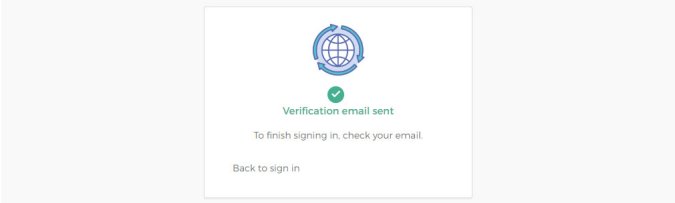

On the "Sign In" page, click on the **Sign up** hyperlink at the bottom of the screen to create a User ID.

## STEP 3:



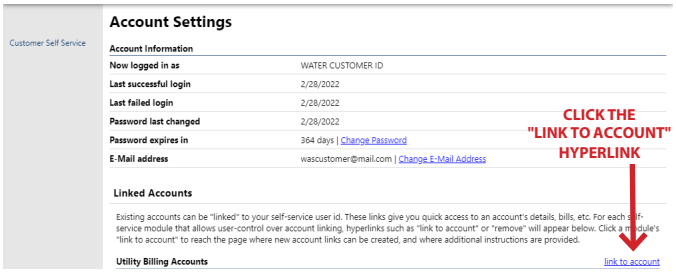

On the "Create an Account" page, complete all fields and then click the **Sign up** button to create your account.

## STEP 4:



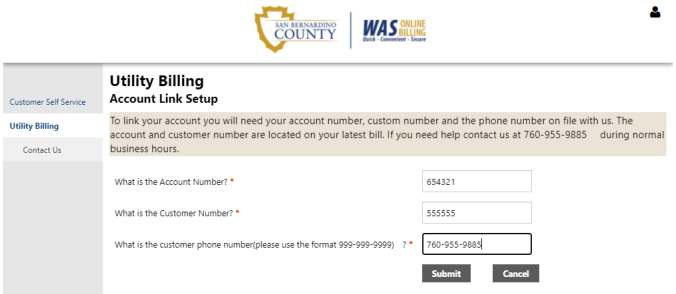

An email confirmation will be sent to verify the email address you registered with. **Check your email** and follow the prompts to verify your email address before signing into your new account.

## STEP 5:




Once signed in, the next step is to link your User ID to your utility account. On the "Account Settings" page, click the **link to account** hyperlink at the bottom right of the screen.

## STEP 6:




On the "Account Link Setup" page, enter your **Account Number** and **Customer Number** found on your utility bill. Enter your 10-digit **Phone Number** separated by dashes to link your User ID to your utility account.

## STEP 7:

Return to the "Account Settings" page and click your 6-digit **utility account number** (see example above) hyperlink to view/pay your bill, change address, set-up auto pay, etc.

*Have multiple utility accounts?*
*Repeat steps 5 and 6 above to link additional accounts.*