

## How to Enroll into Customer Portal

1. To register, click the blue bar that says Register.

The screenshot shows the 'Pay your bill' page for CSWR. It features a blue 'Register' button highlighted with a red arrow. Other elements include a 'Checkout with Quick Pay' button, a 'Login' link for existing accounts, and a footer with contact information.

2. Once you've clicked the Register bar, you'll arrive at "Create an Account". Complete the required information here – note that your **new Account Number** and **CID** can be found in the upper right-hand portion of your billing statement

The 'Create an Account' form includes fields for First Name, Last Name, Account Number, CID, Email Address, Confirm Email Address, Password, and Confirm Password. A blue 'Create Account' button is at the bottom. A 'Forgot Password?' link is located at the bottom of the page.

The 'EXAMPLE OF BILL' shows a utility bill from Red Bird UOC LLC. Red arrows point to the 'ACCOUNT NUMBER' (123456-0) and 'CID' (1234) in the upper right-hand corner of the bill.

ACCOUNT NUMBER	123456-0
CID	1234
BILL DATE	07/14/2022
AMOUNT DUE	2,790.00
DUE DATE	8/15/22
AFTER DATE PAY	2,790.00
APRIL 15 DATE PAID	2,790.00

3. Once you've completed the required information in each box, click "Create Account".

Create an Account

Welcome to Central States Water Resources Customer Portal Registration Page. Please see Customer Information tab above for more detailed information.

First Name:  Last Name:

Account Number:  CID:

Email Address:

Confirm Email Address:

Password:  Confirm Password:

[Create Account](#)

[Forgot Password?](#)

4. Once you've clicked "Create Account", you'll receive a verification email asking you to click on a link.

**Two important points:**

- (1) Verification email comes from [no-reply@authoritypay.com](mailto:no-reply@authoritypay.com), so be sure to check your SPAM folder
- (2) You have a 4 hour window period for email verification

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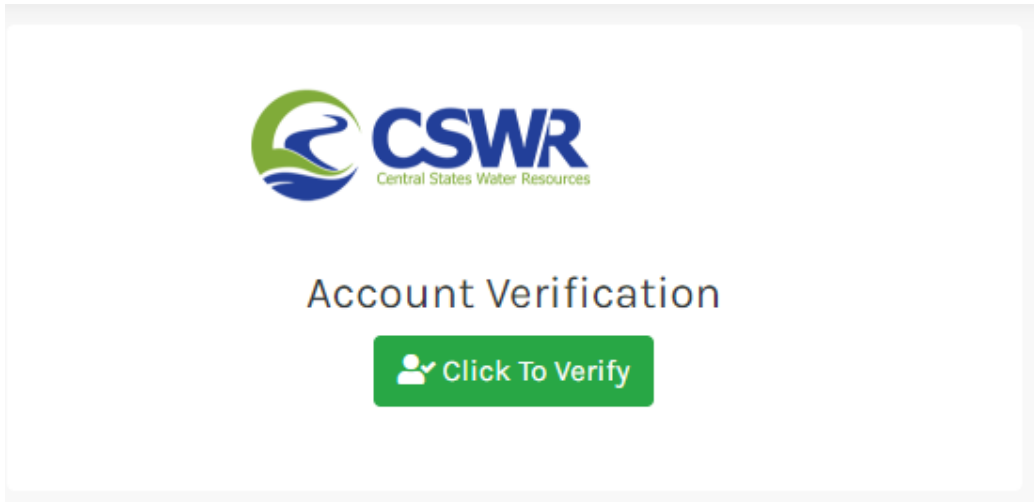
**From:** [no-reply@authoritypay.com](mailto:no-reply@authoritypay.com)  
**Sent:** Tuesday, August 23, 2022 12:29 PM  
**To:** Pat Doe <patdoe@testperson.com>  
**Subject:** Account registration for Pat Doe

Hello Pat Doe,

Follow the link below to verify your email and finish your account registration:

[https://cswr.authoritypay.com/user/verify-registration?token=3Z5ecE6Ek1wrQ2id23ssz50zwEnBN\\_1658856510](https://cswr.authoritypay.com/user/verify-registration?token=3Z5ecE6Ek1wrQ2id23ssz50zwEnBN_1658856510)

5. Click on the link contained in your Verification Email and it will take you to your final step: **verifying your Account**. When you arrive to this step, simply click on the green bar "Click to Verify".



6. You will need to log back into the Customer Portal with the credentials that you just verified. Once you've done this, you'll arrive at your Account Dashboard!

CSWR Home Account History Customer Information Help

**WELCOME!**  
WELCOME TO CSWR CUSTOMER PORTAL! PAY YOUR BILLS ON-LINE! REGISTER FOR ELECTRONIC BILLING!

**EBILL Please sign up**  
Please register for Ebill. It provides a faster way to see account.

<b>Current Balance</b> <b>\$0.00</b>	<b>Account Number</b> 63459-0	<b>Service Dates</b> N/A - N/A
<b>Due Date</b> N/A	<b>Test Test</b> 123 Main	<b>Services</b> Sewer Service, Water Usage

[\\$ Make a Payment](#)  
[Enroll in AutoPay](#)

<b>Charges</b>	
<b>Water Usage</b>	\$0.00
<b>Sewer Service</b>	\$0.00
<b>Total</b>	\$0.00

Sewer Service Usage Report ▼