





(360) 747-7869
CarrollsWaterPhone@gmail.com
P.O. Box 78, Carrolls, WA 98609
www.CarrollsWater.org

Carrolls Water Association's OPTIONAL Online Bill & Payment Portal

An Easy, Convenient Way to View and Pay Your Bill Online

 **Go Paperless!** Sign up for online billing to access your account information 24/7.


 **To Make a Payment (No Registration Needed):**

Important: To set up automatic payments, you must call us @ 360-747-7869. Automatic payments are processed on the 25th of each month.

- Visit cwa.viewmybill.net
- Or call **855-483-5729**
 - Use **Company ID: 9860911**
 - And your **account number**
- Under “**Unregistered Users,**” click “**Click Here to pay your bill**”
- You’ll be directed to **SOFTtelPay**, where you can enter your account number, payment amount, and credit card information.

 **To Register for Online Billing:**

1. Go to cwa.viewmybill.net and click “**Register**”
2. Use your current bill to enter your name and account info **exactly as it appears**
3. Check your email and click the activation link
4. Once registered, you’ll be able to log in — your bill will **appear after your next billing cycle**

 You can choose to receive a paper bill during registration. To stop paper bills, simply uncheck that option. You’ll still be able to print bills from the portal.

 **Email Alerts:**

Once enrolled, you’ll receive an email each month when your bill is ready that includes a link to login.

Add these emails to your address book to avoid spam filters:

- notifications@mail.viewmybill.net
- softtelpay@mail.viewmybill.net

Sincerely,

Kristin Young, **Billing Manager**
Carrolls Water Association