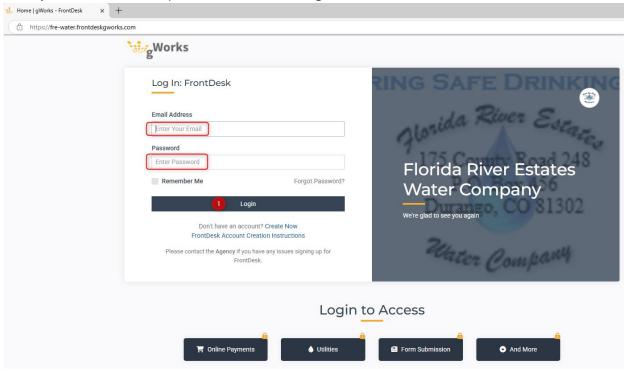
gWorks Billing System Payments

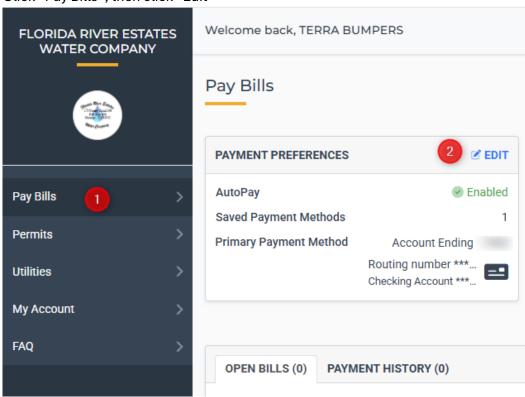
Florida River Estates Water Company

- 1. This document assumes that you are already enrolled for a gWorks account. If you are not, please seek the gWorks Billing System Enrollment documentation on our website, www.fre-water.com
- 2. Navigate to https://fre-water.frontdeskgworks.com/
- 3. Enter your email address, password and click "Login"

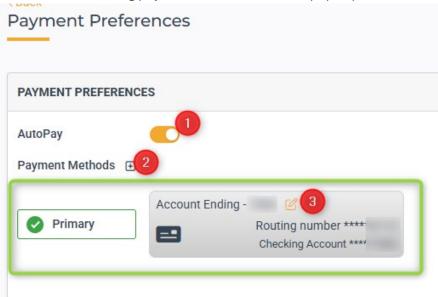


4. To make payments, you can use a credit/debit card or an e-check (ACH). As a reminder, card transactions incur a 3.5% service fee, payable by you. ACH transaction fees are covered by the FRE Water Company.

Click "Pay Bills", then click "Edit"



- 5. Under your payment preferences you have a few options
 - a. To enroll in automatic monthly payments, processed 2 business days before your due date, toggle the switch next to #1 "Auto Pay"
 - b. To add a new payment method, click the plus sign next to #2 "Payment Methods" and follow the onscreen instructions
 - c. To edit an existing payment method, click the paper/pencil next to #3



AutoPay allows one AutoPay payment method per user. For those customers with multiple utility accounts, the ability to map different payment methods to each utility account is something that gWorks has in their development roadmap.

If you need help adding payment methods, making a payment or setting up automatic payment, please contact us:

(970)460-8575 Debbie

(302)897-7765 Terra