

# gWorks Billing System Enrollment

## Florida River Estates Water Company

1. Navigate to <https://fre-water.frontdeskworks.com/>
2. Click “Create Now”

Home | gWorks - FrontDesk x +

<https://fre-water.frontdeskworks.com>

**gWorks**

**Log In: FrontDesk**

Email Address  
Enter Your Email

Password  
Enter Password

☐ Remember Me [Forgot Password?](#)

Login

Don't have an account? **Create Now** <sup>1</sup>  
[FrontDesk Account Creation Instructions](#)

Please contact the Agency if you have any issues signing up for FrontDesk.

**Florida River Estates Water Company**  
We're glad to see you again

**Login to Access**

Online Payments Utilities Form Submission And More

3. If you receive utility bills from FRE Water Company, click “Yes” and enter your account number and service address from your most recent bill. If you have multiple accounts, you can register with any of those accounts.

**FLORIDA RIVER ESTATES WATER CO.**  
PO BOX 456  
DURANGO, CO 81302  
970-460-8575

**PLEASE REMIT THIS STUB WITH PAYMENT**

Remember - You can now view and pay your bills online at [www.ub-pay.com](http://www.ub-pay.com) The Municipal Code is FloridaRiverEstCO

DUE DATE	ACCT NUMBER
01/25/2025	
BY DUE DATE	AFTER DUE DATE

**2** **AMOUNT DUE** **SERVICE ADDRESS >** **Residential**

If you do not receive utility bills from FRE Water Company, stop here and visit our website, [fre-water.com](http://fre-water.com), to find relevant contact information.

**Welcome to the FrontDesk Account Setup.**

You're just a few steps away from a more convenient way to interact with your government!

**Account Status** Account Info Finish Sign-up

Are you already receiving utility bills from us?

☒ Yes <sup>1</sup> ☐ No

Enter your Account Number from your most recent Utility Bill

<sup>2</sup>

Current Physical Address where Service is located

<sup>3</sup>

<sup>4</sup>

① Have more than one utility account with us? That's ok. You can add the rest of them after signing up for your FrontDesk Account.

4. If you have used UBMax with us in the past, there may already be payment information associated with your account. You will be asked to verify the payment information by selecting the method, expiration date, and last four digits of the payment method.
  - a. If your responses match, you will be able to continue the enrollment. You can modify, remove or add payments methods once you are logged into the account.
  - b. If your responses don't match, please login to UBMax <https://www.ubmaxonline.com/> to confirm the information you have on file OR contact us for help at (970)460-8575 Debbie or (302)897-7765 Terra
5. Whether or not you used UBMax, you will be asking to verify basic Utility Account information on the next screen.
6. On the final screen, finish your account setup.
  - Account Type: Citizen or Business
  - Name (middle name not required)
  - Email Address
  - Phone Number (not required)
  - Password

The screenshot shows the 'Finish Sign-up' step of the account creation process. At the top, there are three tabs: 'Account Status', 'Account Info', and 'Finish Sign-up', with 'Finish Sign-up' being the active tab. Below the tabs, the form is organized into several sections:

- Account Type:** A dropdown menu with 'Citizen' selected.
- Name:** Three input fields for 'First Name', 'Middle Name', and 'Last Name'.
- Email:** An input field for 'Email Address'.
- Confirm Email:** An input field for 'Confirm Email Address'.
- Phone:** An input field for 'Cell Phone Number'.
- Password:** An input field for 'Password'.
- Confirm Password:** An input field for 'Confirm Password'.

Below the input fields, there is a checkbox with the following text: "By clicking here, you acknowledge you will be receiving electronic bills with your Frontdesk account. By default, you will no longer receive paper bills from the Vincent Clortho Public Utilities. You may opt in to receiving paper bills in addition to electronic bills by updating your Notification Preferences on the My Account tab." The checkbox is currently unchecked.

At the bottom of the form, there is a grey box with an information icon and the text: "Click 'Create Account' to finish this step!". Below this box is a dark blue button labeled "Create Account".

7. After clicking **Create Account**, you will receive an email to verify your email address. Click the link to verify, then you can login.

If you need help getting signed up, please contact us:

(970)460-8575 Debbie

(302)897-7765 Terra