



## Getting Started – Online Bill Pay

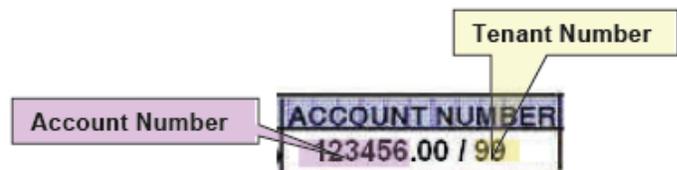
1. Click the “pay bill” button  located at the top of lcwasd.org.
2. Click “First Time User Registration” under the Pay Online section.
3. Enter your **First Name**, **Last Name**, and **E-mail Address**, then click “Save.”
4. Click “Return to Login Page”
5. Check your e-mail to find your temporary password.
6. Input your **User Name (e-mail address)** and **Temporary Password**.
7. Follow the on-screen instructions to change your password.
8. Now you will be required to link to your account(s). Click on “Link Another Account”.
  - You are only required to link to your account the first time you sign in.
  - The next time you log-in, your account link will already be established.
  - Customers with multiple accounts may link to more than one account with a single user name.

### Link Account to Profile

*Account Number:	<input type="text" value="123456"/>
*Tenant Number:	<input type="text" value="99"/>
*PIN:	<input type="text" value="1234"/>
*Alias:	<input type="text" value="201 S. Main St"/>

9. Enter your **account number** from your bill.

10. Enter your **tenant number** from your bill.



11. Enter your account PIN
  - Your account PIN is by default the last four digits of the Social Security Number on the account.
  - If your SSN is not on file, please call Customer Service to set up a PIN at 803.285.6919, option 1.
12. Enter an **Alias** for your account.
  - An alias is a name for your account that you can easily recognize rather than using an account number.
  - Customers with multiple bills will use alias names to differentiate among accounts.
  - We recommend using your address as an alias. Another example is: 201 S. Main St. Irrigation
13. Click “Submit” and view the confirmation message: “The account was successfully linked to your profile”
14. Click “Cancel” to go back to the Account Inquiry Screen.