

St. Lucie West Services District

ONLINE PAYMENT INSTRUCTIONS

Go to: www.slwsd.org

Click on “PAYMENT” tab and click on “PAY YOUR BILL NOW”. This will direct you to our utility billing website.

Click: [Pay Bill](#)

Quick Pay (This is the fastest option as you do not need to log in. Access is limited.)

Click “**Quick Pay**”

1. Enter Account Number – include all dashes
2. Enter Last Payment Amount (you can find this on your current bill)
3. Click Continue
4. Follow the instructions to make a payment

Register (First time users must register before Login is allowed to full site access)

To Register do the following:

1. Click “**Log In**” and Click “**Register**” if this is the first time using the site.
2. Complete the Registration process by answering all questions. (Password Criteria: 8 characters, 1 upper case and 1 number)
 - a. A confirmation email will be sent to you.
 - b. Click on the “**Activate**” button – you will be redirected to the login page and a green message will appear that will read “**Your account has been Activated**”. *You may now login.*
3. Login using your email and the password you created
4. Click on “**Add Account**” to see account information and pay bill
5. Enter your Account Number including all dashes
6. Enter the last payment amount made to your account, this can be found on the current statement
7. Click on “**Pay**”
8. Click on “**Pay Selected Amount**” to see options to Pay Now or to Schedule a Payment
 - a. To schedule a payment, you will add the payment date or leave current date and continue with Payment Method (Credit Card or E-check)
9. Follow the instructions to finish making a payment.
10. A confirmation email will be sent to you.

Login (registered users only)

1. Click “**Pay Bill**”
2. Click on “**Login**”
3. Enter email address and password
4. Click on “**Login**”
5. Click on “**Pay**”
6. Follow the instructions to make a payment