

St. Lucie West Services District

ONLINE PAYMENT INSTRUCTIONS

Go to: www.slwsd.org

Click on ICON "Pay your Bill". This will direct you to our utility billing website.

For a Quick Payment (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 – do not include \$ sign (you can find this on your current bill)
3. Click Continue
4. Follow the instructions to make a payment

To Register (Only used for First time users, this will allow you to Login to full site access)

1. Click "Sign in or Sign up"
2. Click "Register"
3. Answer questions to complete the registration process (Password Criteria: 8 characters, 1 upper case and 1 number)
4. Click "*Register*"
5. Open your email from "*noreply@municipalonlinepayments.com*" to see confirmation of New Account Registration
6. Click on "*Activate Account*" (you will be redirected to the login page. Your account has been activated. You may log in now.
7. Enter your email and password. Click Log in
8. Click "*Pay Bill*"
9. Click "*Add Account*"
10. Enter your account number including all dashes
11. Enter the last payment amount you made with no \$ dollar sign (find amount on your last bill)
12. Click "*Add Account*"
13. See home page with account details and many options.
 - a. Click "Pay bills"
14. Follow the instructions to make a payment.
15. A confirmation email will be sent to you.

Login (registered users only)

1. Enter email and password
2. Click "Login"
3. Click "**Pay Bills**"
4. Follow the instructions to make a payment.
5. A confirmation email will be sent to you.