



CALAVERAS COUNTY WATER DISTRICT

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Instructions to Sign Up for Online Accounts and AutoPay

As of June 24, 2016, CCWD implemented a new payment processing system called Paymentus. All customers must create new online accounts in order to pay bills online and enroll in automatic payments.

1. Creating a CCWD Account Online

- Go to www.ccwd.org
- Click on the "Pay My Bill"
- Click on the "Register Now"
- Enter your email address, create a password and complete the form
- Click "Enroll"
- Click "Log-in to Customer Portal"



2. Adding Your Account Number

- Once signed into the Customer Portal, click "Add Account"
- Enter your utility account number, which can be found at the top, right portion of your utility bill (For example: 012345-000)
- Click the "I agree to the Terms & Conditions" box
- Click "Add Account"
- You can add as many accounts as you like by following the same process for each account

2. Signing Up For AutoPay

- Go to <https://ipn2.paymentus.com/cp/cvcw> and login to your account
- Click on the "AutoPay" tab
- Click on "Add Schedule"
- Select the account number you wish to enroll and click "Continue"
- Click "Add New" and add credit, debit or check routing information
- Click "Continue"
- Select "Frequency" and how you would like to be notified of payments
- Click "Confirm Schedule"