



YOUR TRUSTED ARIZONA WATER COMPANY

Water is a vital component in our lives. Pueblo Del Sol is more than a water supplier, we are a trusted partner in your home, promoting safe, affordable, and effective water access and usage with high-quality water services that fuel the lives of our Sierra Vista community.

PAY BILL

NEW SERVICE

Click on **“Pay Bill”** button

This brings you to the log in page: Click next to New User? **“Create and Account”**



First Time Users will need to “Create an Account”
You will need your BILLING ID, located at the top right corner of your statement
under your Account Number, to create your account.

New User? [Create an Account](#)

Or

[Checkout as Guest](#)

Username



Password



Login

Forgot
Username/Password

You Will Need Your **Billing ID**. It is located on your billing statement, upper right corner



First Time Users will need to "Create an Account"
You will need your BILLING ID, located at the top right corner of your statement under your Account Number, to create your account.

Sign Up for Your New Account

Billing ID (from statement):	<input type="text"/>	
Last Name or Business Name:	<input type="text"/>	
User Name:	<input type="text"/>	Required
Password:	<input type="password"/>	Required
Confirm Password:	<input type="password"/>	
E-mail:	<input type="text"/>	
Confirm E-mail:	<input type="text"/>	
Security Question:	<input type="text" value="In what city did you meet you"/>	
Security Answer:	<input type="text"/>	

Enter your Billing ID – From statement

Enter in last name as shown on your statement

Enter a User Name of your choice

Enter a password of your choice

Confirm Password

Enter your Email that you want to use because you will be sent a confirmation email and will have to click the link, in the email, before the account can become active.

Confirm Email

Chose a Security Question

Enter in answer to that Security Question.

Click Submit

The screen below will pop up but do not try to log in from here

Check your email - follow directions from the screen and/or see below:



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An email will be sent to you, check your inbox and/or spam folder

- 1) Click on the link in the email
- 2) Wait for a popup that will state you have been Approved

Example of the email below:

Subject: New User Registration

Hello WaterPDS2022, Welcome to your online account portal! Your new account is almost ready but before you can login you must first [CLICK HERE TO VERIFY YOUR ACCOUNT](#), or proceed to this web page:

[https://share.dwcorp.com/WebShare/Anonymous/VerifyNewUser.aspx?ID=ec0a45ce-75c2-425c-9296-](https://share.dwcorp.com/WebShare/Anonymous/VerifyNewUser.aspx?ID=ec0a45ce-75c2-425c-9296-eca8bb6d2014&clientKey=281&viewID=3)

[eca8bb6d2014&clientKey=281&viewID=3](https://share.dwcorp.com/WebShare/Anonymous/VerifyNewUser.aspx?ID=ec0a45ce-75c2-425c-9296-eca8bb6d2014&clientKey=281&viewID=3) Once you have visited the verification URL you can [CLICK HERE TO LOGIN](#). If you have any problems or questions please reply to this email.

- 1) Once you click on the link in the email: [CLICK HERE TO VERIFY YOUR ACCOUNT](#).

A popup that will say you are "Approved"

Go back to your email:

- 2) Click on the link "[Click Here to Login](#)"

Example of email below:

Once you have visited the verification URL you can [CLICK HERE TO LOGIN](#). |

Or go to ["pdsh2o.com"](http://pdsh2o.com), Click on ["Pay Your Bill Online"](#) button and it will bring up the login screen up, example below:



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New User? [Create an Account](#)
Or
[Checkout as Guest](#)

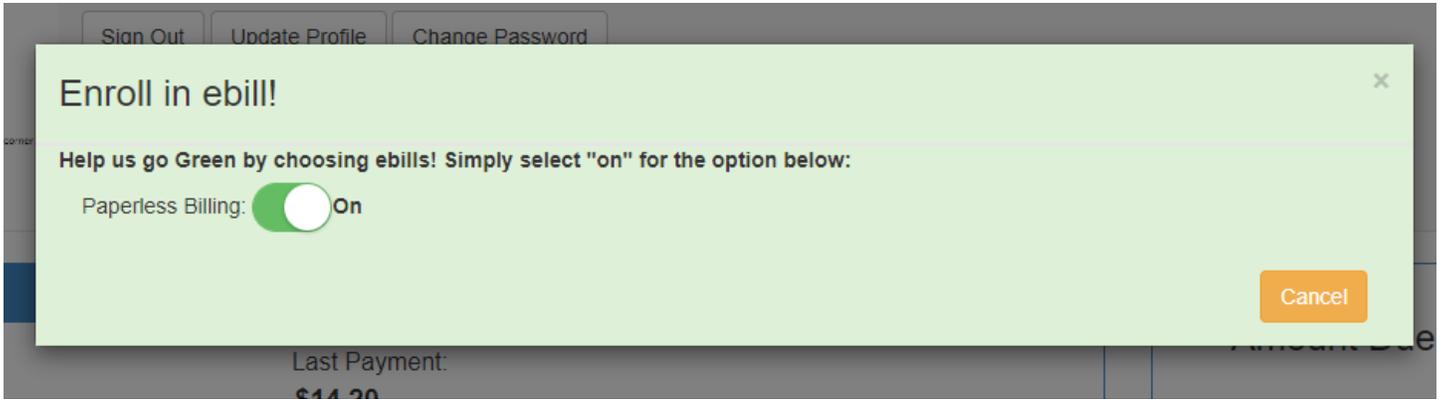
Username

Password

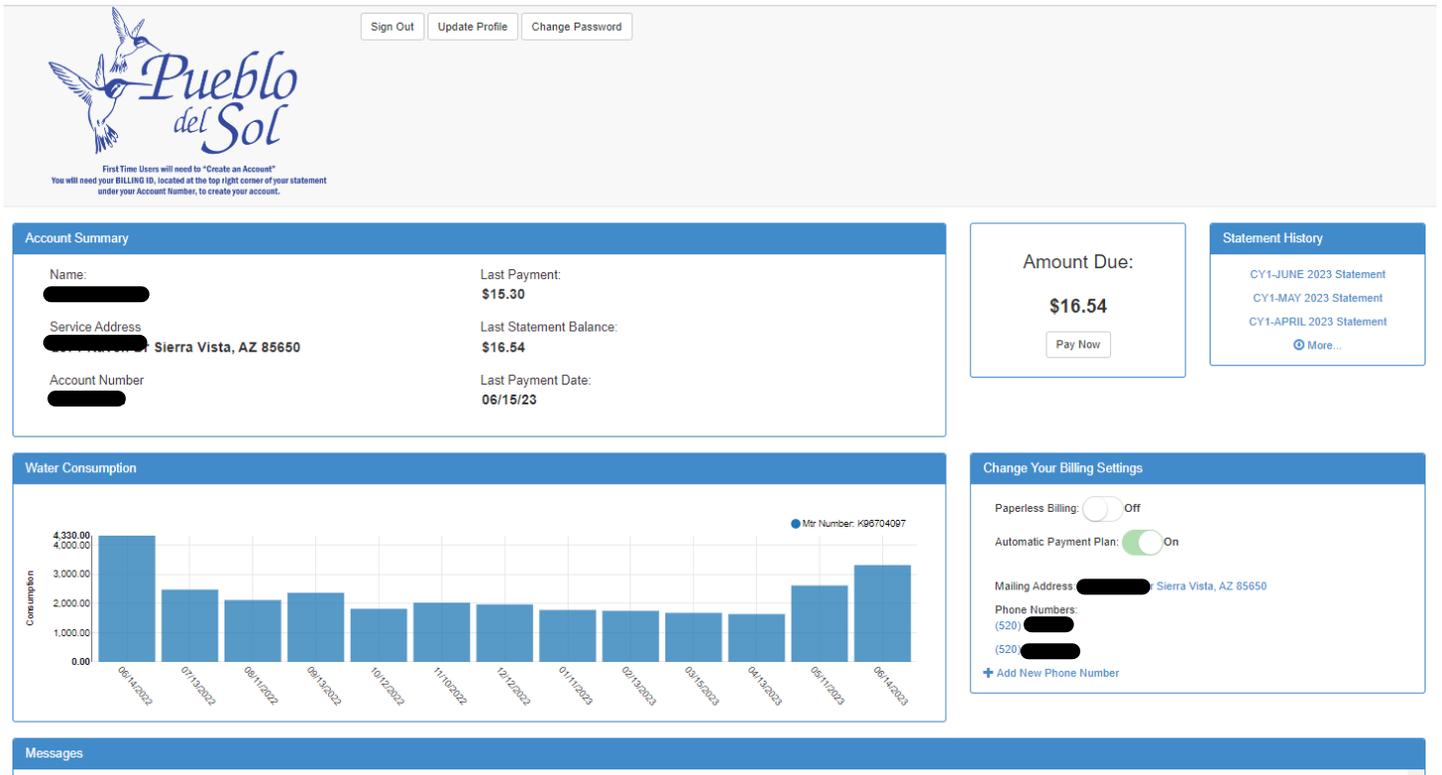
Enter in your **"User Name"** and **"Password"** you created

Click **"Login"**

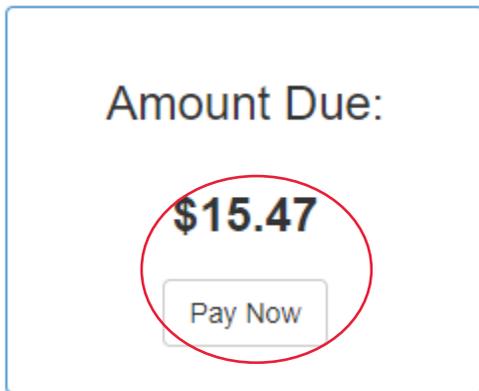
First time signing in the following will pop up. You can chose to go paperless or not. It can be changed, at any time, on the front screen



Below is an Example of what your screen will look like below:



If you want to make a payment without setting up automatic payment you can click on "Pay Now"



Below, example of box that will pop up.

Please select accounts to Pay

Account Number	Service Address	Amount to Pay
██████████-01	██████████ Sierra Vista Az, 85650	15.47 Please note: Amount to Pay can modified to a different \$ amount.

Total: 15.47

At this time you can click "ok" to the amount shown on the screen

Or

Change the amount, Then click "ok."

Remember Payment

Do you want to remember this payment source for next time?

Select if you want the system to remember the type of payment source or not by clicking "Yes" or "No"

Next payment screen below will open

Make A Payment - Payment Information - Pueblo del Sol Water Company

Cart Information

Payment Information

Payment Information

Please select your Payment Method

Credit Card

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on Card

Card Number

Expiration Month 12

Expiration Year 2022

Security Code

Card Zip Code

Amount Due \$ 15.47

Payment \$ 15 . 47

Amount of this payment if different than Amount Due, not including the convenience fee.

eCheck

Shopping Cart

Water \$15.47
AccountNumber:1420128-01 - DW Payment

Subtotal \$15.47

Projected Card Fee \$0.00

Projected eCheck Fee \$0.00

Cancel Transaction

Next Step: Review Payment

Enter in your payment method, **Credit card or eCheck.**

Fill out page

Click **“Next Step: Review Payment: button to complete process**

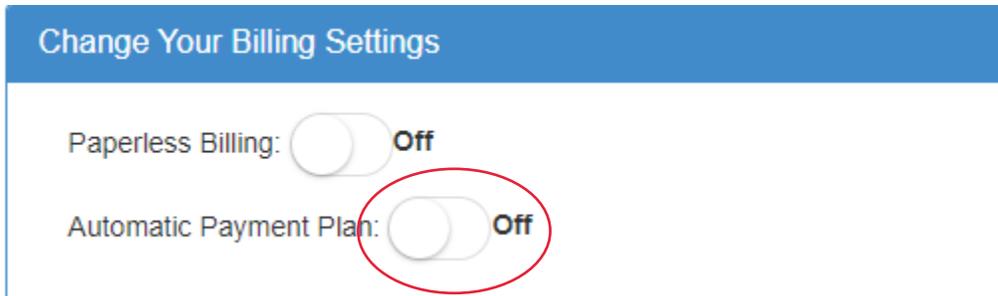
Setup - Recurring Payments

Setting up Automatic payment or what we call Recurring Payment, which will process on due date.

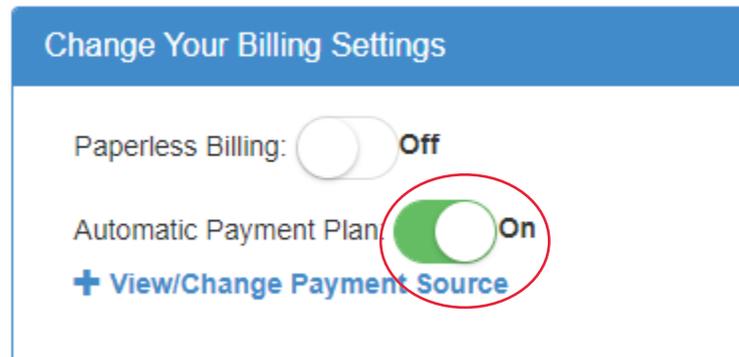
If due date is on a weekend it will put the Friday before.

If you want to setup automatic payment, from main screen, on the right

Click **“Automatic Payment Plan”**



By selecting Automatic payment plan the button will now show **“On”**



You have two payment types to choose from

“Credit Card” or “Checking”

By **Credit Card** Click **+ Create New Card Profile**



Select Payment Profile Type - Pueblo del Sol Water Company

Welcome to NCR. To create a saved payment profile for Pueblo del Sol Water Company, please choose the payment method you would like to create. Once complete, Pueblo del Sol Water Company will be able to process payments for you.

+ Create New Card Profile **+ Create New Check Profile**

Fill out your information on the screen, once completed



Create Credit Card Payment Profile - Pueblo del Sol Water Company

Customer Information	Payment Information
Name	Name on Card
Address	Card Number
Street Address Continued	
City	12 2022
United States	
State Zip Code	
Email	
Mobile Phone	

By checking the consent/Agreement box, I hereby authorize MyNCR/NCR ERP/AR or its assigns or affiliated companies to charge. (...)

Create Credit Card Payment Profile

Click on green button "Create Credit Card Payment Profile" and follow the directions to complete the process

By **eCheck** Click **+ Create New Check Profile**



Select Payment Profile Type - Pueblo del Sol Water Company

Welcome to NCR. To create a saved payment profile for Pueblo del Sol Water Company, please choose the payment method you would like to create. Once complete, Pueblo del Sol Water Company will be able to process payments for you.

+ Create New Card Profile

+ Create New Check Profile

Fill out your information on the screen, once completed



Create eCheck Payment Profile - Pueblo del Sol Water Company

Customer Information

Name

Address

Street Address Continued

City

United States

State Zip Code

Email

Mobile Phone

Payment Information

Account Type

Check Type

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

By checking the consent/Agreement box, I hereby authorize MyNCR/NCR ERP/AR or its assigns or affiliated companies to charge. (...)

Create eCheck Payment Profile

Click on green button **"Create eCheck Payment Profile"** and follow the directions to complete the process