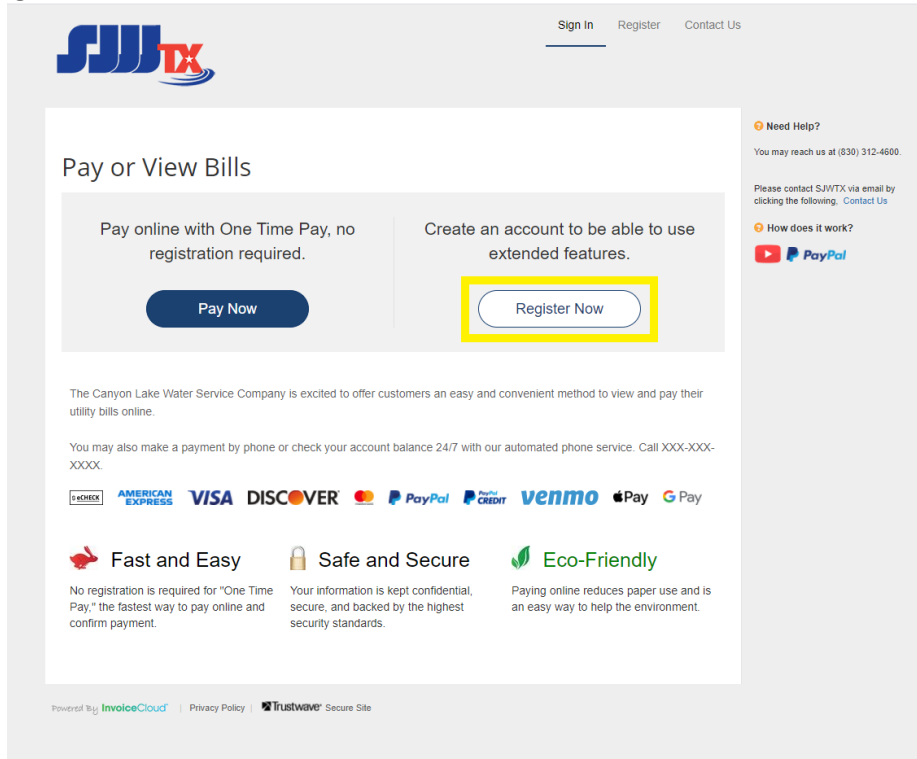
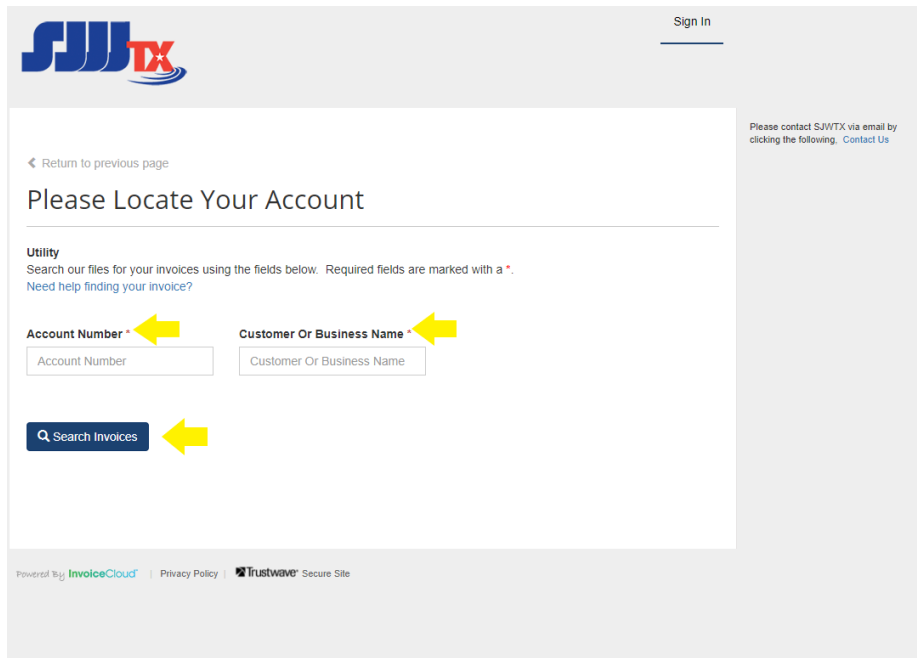


## Registration Steps for SJWTX Customers

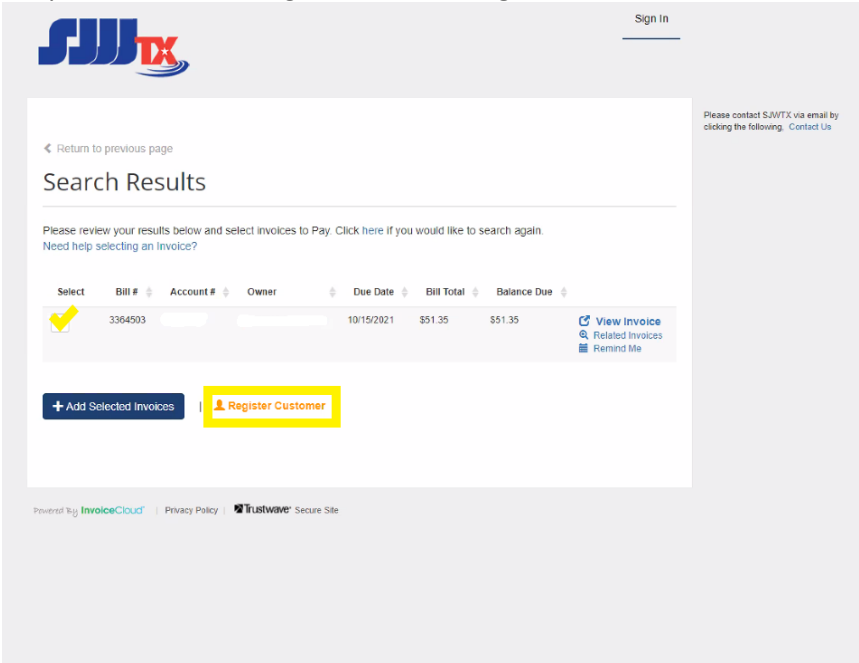
1. Open a browser (such as Chrome, or Explorer) and navigate to [www.sjwtx.com](http://www.sjwtx.com)
2. Click **Pay Your Bill** and select **Canyon Lake Service Area**.
3. Under the Online Payment section, click the **Make an Online Payment** button.
4. Select **Register Now**.



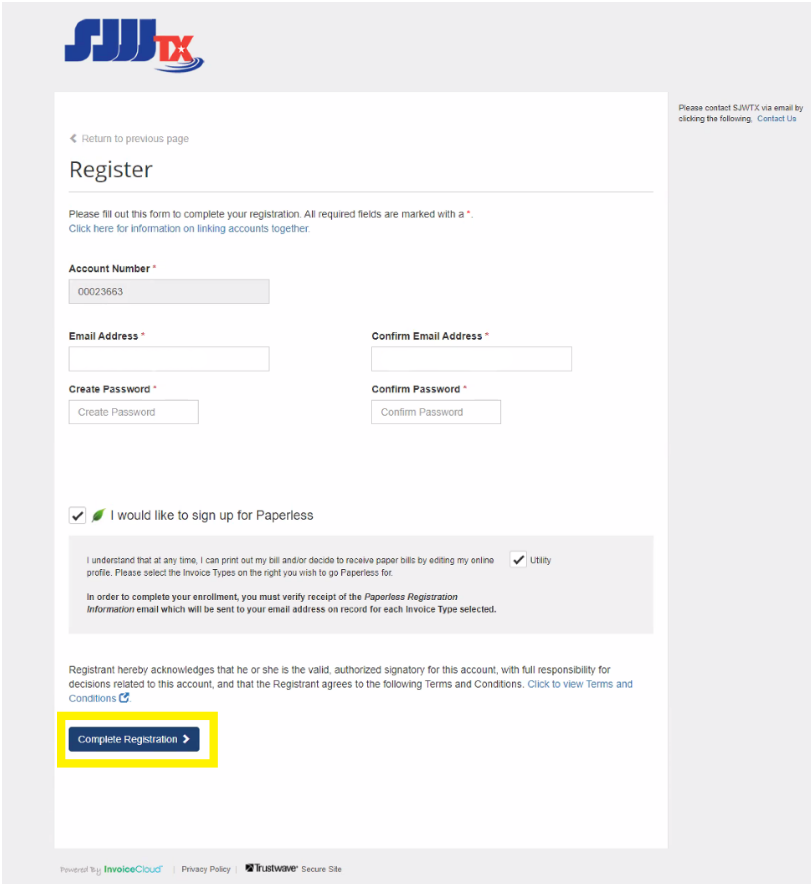
5. On the next page, enter your **Account Number** and **Customer Or Business Name**. Then click to **Search Invoices**.



6. Select the invoice you would like to register and click **Register Customer**.

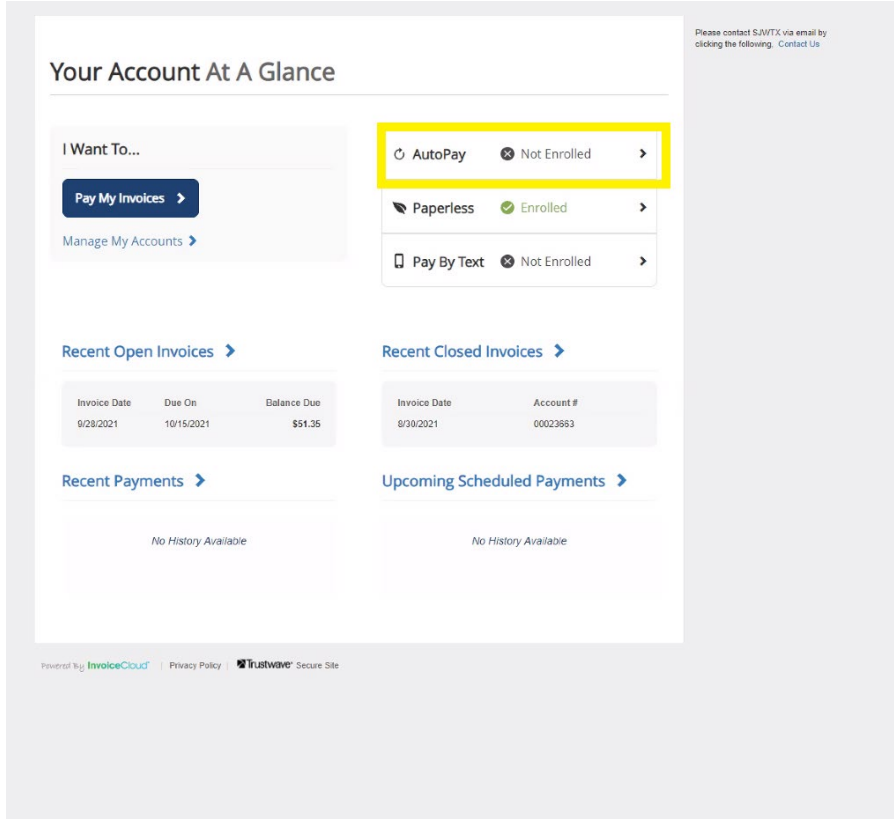


- 7. Create a password. Then, confirm your **Email Address** and **Created Password**.
- 8. Check off the boxes **I would like to sign up for Paperless** and **Utility** if you would like to enroll in Paperless billing.
- 9. Click **Complete registration**.

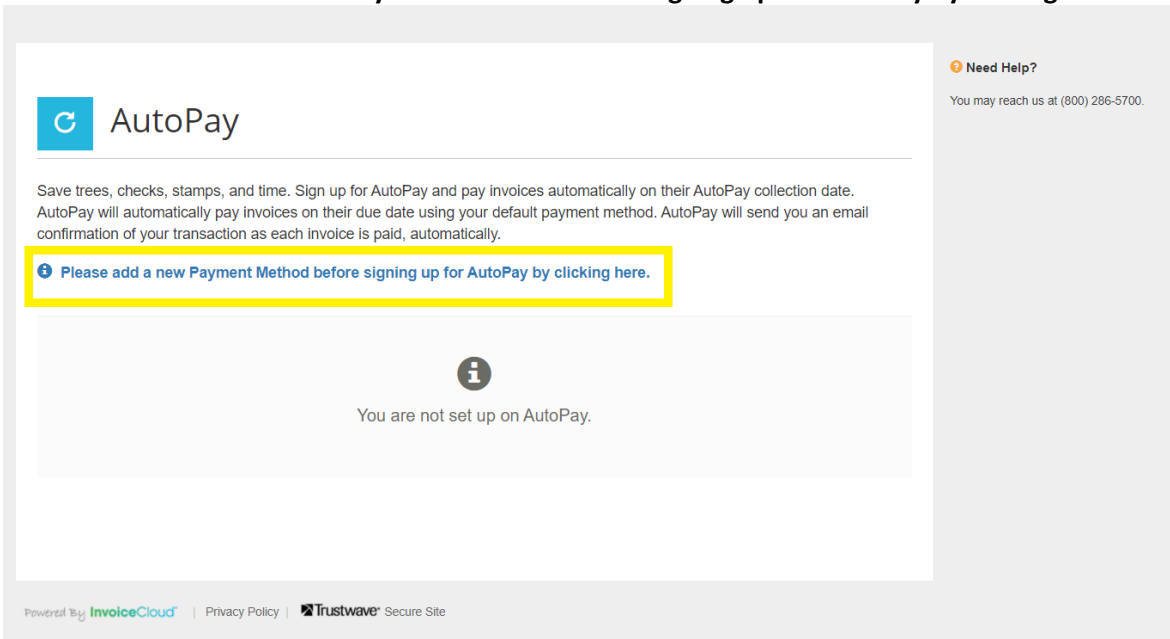


### Signing Up for AutoPay

1. Once in the Payment Portal, under Your Account At A Glance, click the AutoPay **Not Enrolled** option.



2. Click **Please add a new Payment Method before signing up for AutoPay by clicking here.**



3. Under Saved Payment Methods, Click Add New Credit/Debit Card or Add New Bank.

Need Help?  
You may reach us at (800) 286-5700.

## Saved Payment Methods

Manage your Payment Methods

- + Add New Credit/Debit Card
- + Add New Bank

You don't have any saved payment methods.

You may add a new Credit/Debit Card by clicking [here](#).

You may add a new Bank by clicking [here](#).

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4. Enter all the required fields and click **Save Credit/Debit Card Information** or **Save Banking Information**.

Return to previous page

Need Help?  
You may reach us at (800) 286-5700.

## New Credit/Debit Card

Please fill out all fields below and click Save Credit/Debit Card Information to save your information. [Need more information?](#)

VISA MasterCard AMERICAN EXPRESS DISCOVER

Credit/Debit Card Number

Card Number

Expiration Date \*

Billing Name \*

Billing Address \*

Country

Billing City \*

State \*

Zip \*

Default

✓ Save Credit/Debit Card Information


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5. Click “You may set up AutoPay by clicking here”

### Saved Payment Methods

Manage your Payment Methods

- + Add New Credit/Debit Card
- + Add New Bank

Date/Time Added (CST)	Summary	
8/16/2021	 Visa ending in 1111 ★ Your Default Expires 8/2021	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">History</a>

 You have accounts that are not set up for AutoPay. You may setup AutoPay by [clicking here](#)

**Need Help?**  
You may reach us at (800) 286-5700.


6. On the next page, click on **New AutoPay Setup**.

### AutoPay

Manage

- + New AutoPay Setup

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.



You are not set up on AutoPay.

You may set up AutoPay by clicking [here](#).

**Need Help?**  
You may reach us at (800) 286-5700.

7. Finally, select **Save This AutoPay Setup**.

← Return to previous page

**New AutoPay Setup**

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

**Select an Account \*** #00060305 - Charles Smith ▾

**Invoice Type \*** Water ▾

**Use this payment method \*** Visa ending in 1111 ▾

**AutoPay Status \***

- Yes, put me on AutoPay. By enabling AutoPay, I agree to the [Invoice Cloud Payer Terms and Conditions](#).
- No, I do not want AutoPay

Standard service fees may be applied if applicable.

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**Need Help?**  
You may reach us at (800) 286-5700.