



Crystal Springs Water District

Domestic Water System

PO Box 186 / 3006 Chevron Drive Odell, Oregon 97044

Phone: (541)354-1818 Email: office@cswdhr.com

We have recently upgraded our billing software and online payment portal, which will allow for many more payment options. Due to this upgrade, it will require you to register (*or re-register*) your account.

Please follow these steps...

Go to www.cswdhr.com > **Pay Bill Online** (top right corner). This link will take you to our new web payment portal... <https://cswdhr.epayub.com/>

Click on the **REGISTER** button and follow prompts.

Step 1- Enter Account #

Step 2- Verify Account

Step 3- Create User (*)

(*) If you already had a previous Username & Password, you can enter that information here.

Step 4- Registration Complete

Once you have followed these steps, you will be able to login to your account.

Please note that you will now be able to utilize the following features...

- Track your current balance
- Make a payment
- Review your payment and usage history
- Link multiple accounts
- Save a credit card number for future payments
- **Option to setup Recurring Payments**

If you have any questions, feel free to contact the District Office staff for further details and instructions.