



## PAYMENT OPTIONS

### **PAY ONLINE - [www.sunriverwater.com](http://www.sunriverwater.com)**

#### **Quick Pay**

To pay as a guest, without logging in, click the Online Bill Pay button. This brings you to the Account Log In page. Click "Quick Pay." In the drop-down menu, select either Sunriver Water & Environmental or Sunriver Landscaping. You will need your account number from your latest statement for the payment to be applied to your account correctly.

#### **Account Registration**

To register your account, click the Online Bill Pay button. This brings you to the Account Log In page. Click "Register here." In the drop-down menu, select either Sunriver Water & Environmental or Sunriver Landscaping. You will need to refer to information on your latest statement to complete the registration process. Once you have completed the Register User page, click "Register" to create your account.

#### **My Account**

Once you log in, you can do a number of things including:

##### Make Payment

- To pay your bill, click MAKE A PAYMENT.
- Enter credit card information and payment amount.
- Click PAY button. (WARNING! Only click this button once to avoid multiple charges! The transaction may take several minutes to complete.)

##### View Current Statement

##### Set Up Auto Pay

##### Account Management

- You can link accounts (if you regularly pay for water and sewer service at multiple Sunriver properties) by clicking "I want to register a new account" and then clicking "LINK NEW ACCOUNT."
- You can update your billing address, email address, and phone number by clicking "I want to change my communication preferences." To update your statement delivery method, please call our office at 541-593-4197.

### **PAY BY CHECK**

- You can mail a payment by check or money order to:  
PO Box 3699  
Sunriver OR 97707
- You can drop off a payment by check or money order at our office on West Cascade Road in the dropbox on our door.
- Please include the remittance slip portion from the bottom of your statement.