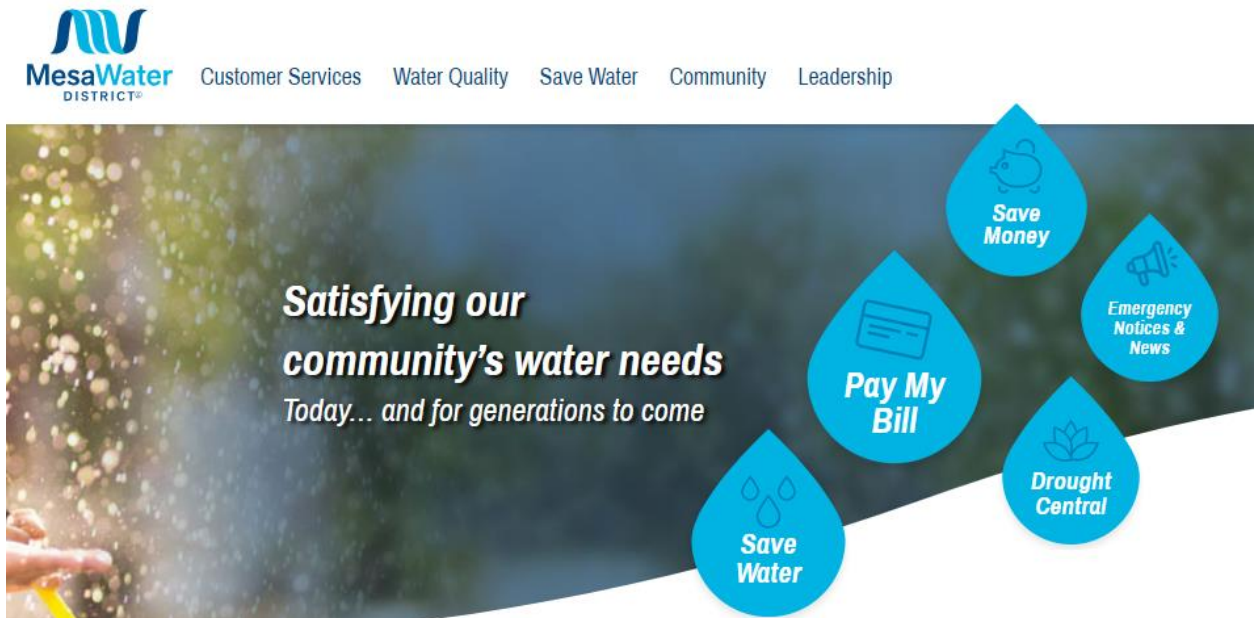
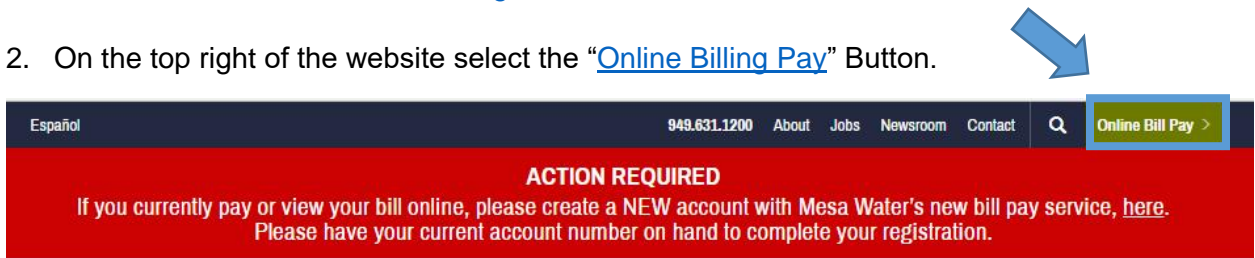




# How to Set Up Your New Mesa Water Billing Account

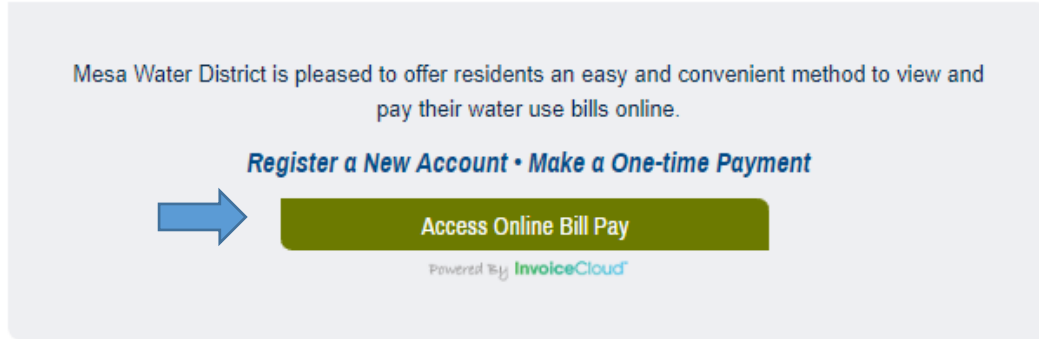
Mesa Water's a new online billing service offers more convenient ways to view and pay your bill, including pay by text and other automatic payment options. For further assistance registering your account please contact our Customer Services at 949.631.1200, from 7:30 a.m. to 5:00 p.m. Monday - Thursday, and from 8:00 a.m. to 5:00 p.m. Friday.

1. Visit our website at [MesaWater.org](https://www.MesaWater.org)
2. On the top right of the website select the "[Online Billing Pay](#)" Button.

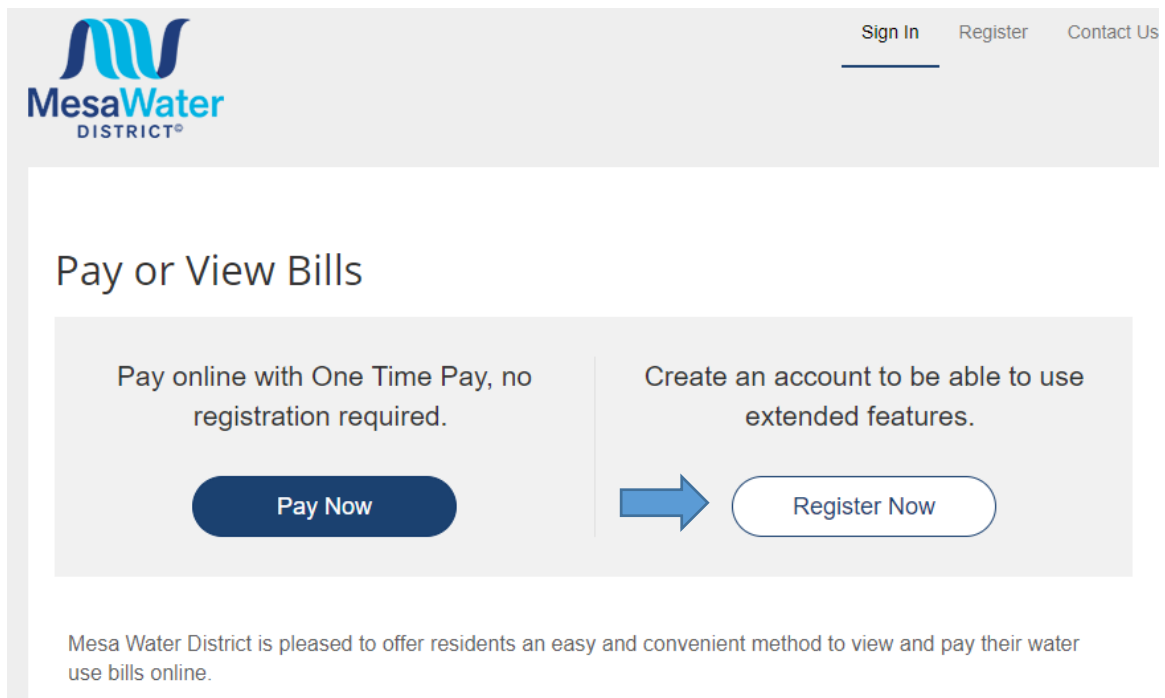


3. Select "[Access Online Bill Pay](#)" button in the middle of the page.

## Pay My Bill



4. You will be redirected to a screen that states pay or view bills. Select "[Register Now](#)".



5. To register, enter your 8-digit account number followed by a dash and your 6-digit customer number. This information is located on your most recent bill. **Leave Last Name field BLANK** and input the Secure Code as seen in the image below.

[Return to previous page](#)

## Please Locate Your Account

### Water Bills

Search our files for your account using the fields below. Required fields are marked with a \*.

[Need help finding your account?](#)

Account Number \*



XXXXXXXX-XXXXXX

Last Name (optional)

**LEAVE BLANK**

Secure Code \*



Secure Code



Search Accounts

- Next page will say search results. Select "View/Pay" or "View" button.

[Return to previous page](#)

## Search Results

Please review your results below and select invoices to Pay. [Click here](#) if you would like to search again.

Account Number	Owner	Due Date	Bill Total	Balance Due	Bill Number	
██████████	██████████	9/13/2019	\$96.14	\$1.00	██████████	<a href="#">View / Pay</a>
						<a href="#">Related Invoices</a>
						<a href="#">Remind Me</a>

- On the following page select, "I want to Register this Account".

# Your Invoice

Click on Proceed to Checkout when you are ready to pay.

## Type - Water

Type	Account #	Invoice #	Due Date	Balance Due	Options
Water	[REDACTED]	[REDACTED]	8/26/2019	\$85.59	<a href="#">View Invoice</a>

**Subtotal (1 Items) \$85.59**

*Not including any applicable service fees.*

[Proceed To Checkout](#)

### Additional Options

[I want to Register this Account](#)

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8. The last screen will be the final registration screen where you will need to input an email address and create a password. Thus the registration portion will be complete.
9. Once registration is completed you will see the "Your Account at a glance" screen depicted below. To sign out click the arrow key on the right side of your screen.

**MesaWater DISTRICT**

My Account My Profile Support

## Your Accounts at a glance

I want to...

[Pay my Invoices](#)

- View my payment history
- View my scheduled payment history
- Manage my AutoPay settings
- Manage my Paperless settings
- Update my account information

Recent Open Invoices

Invoice Date	Due On	Balance Due
9/10/2019	10/6/2019	\$265.47

Recent Payments

Payment Date	Account #	Amount
9/3/2019	[REDACTED]	\$1.00

Services

- AutoPay [EDIT](#)
- Paperless [EDIT](#)
- Pay By Text [EDIT](#)

Recent Closed Invoices

Invoice Date	Account #
7/10/2019	[REDACTED]

Upcoming Scheduled Payments

No history available