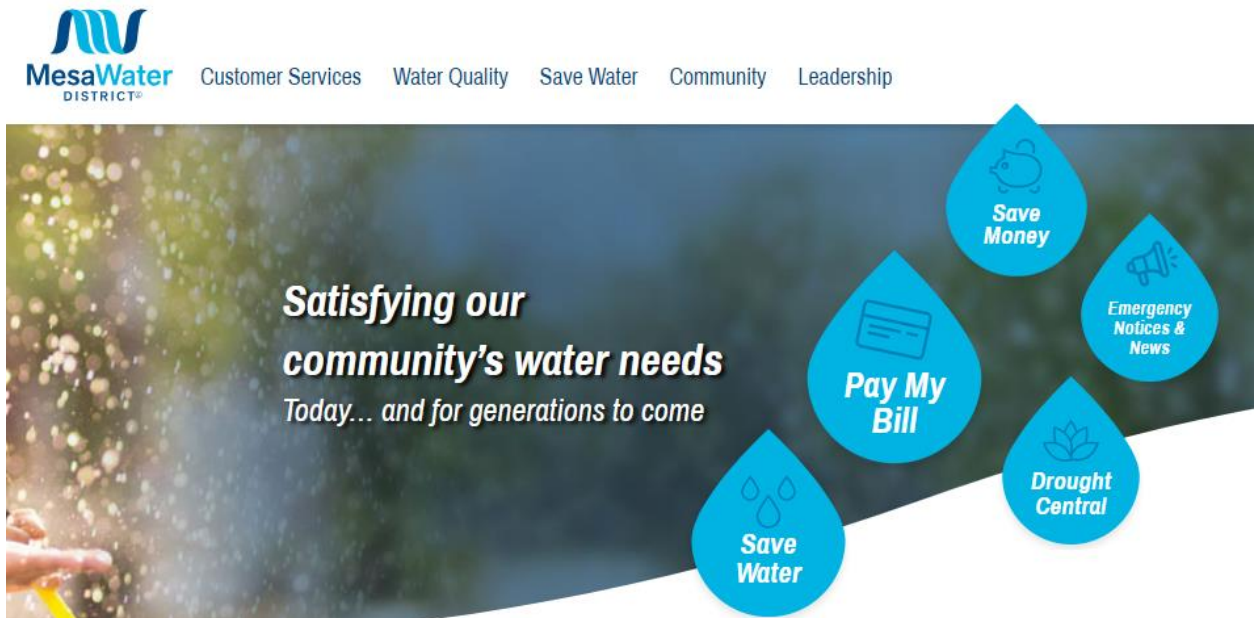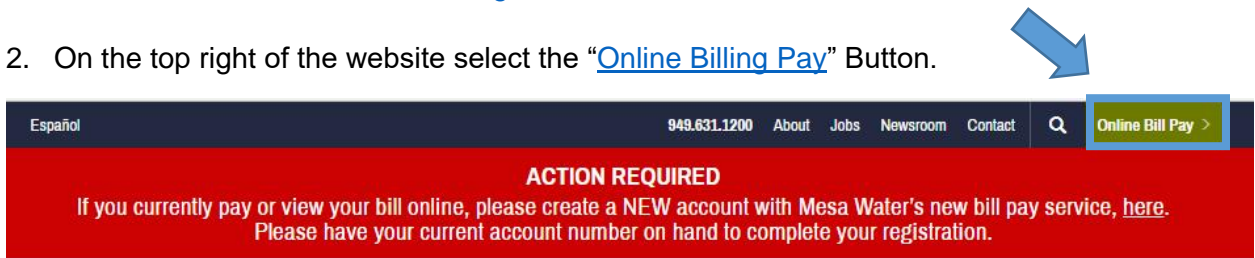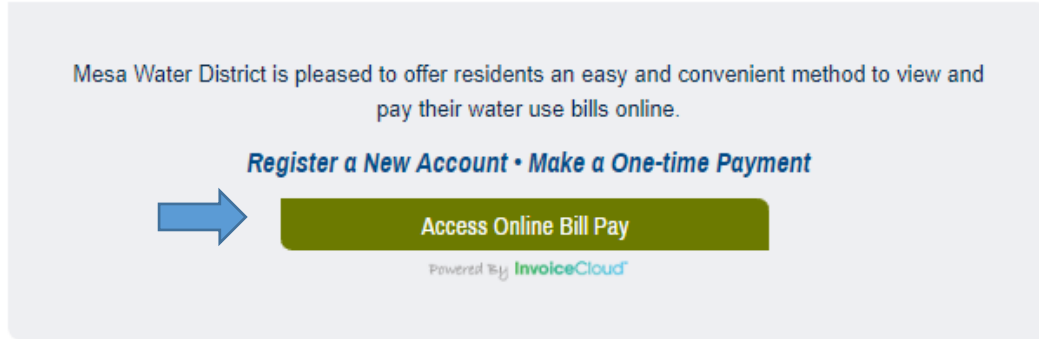# How to Set Up Your New
Mesa Water Billing Account

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

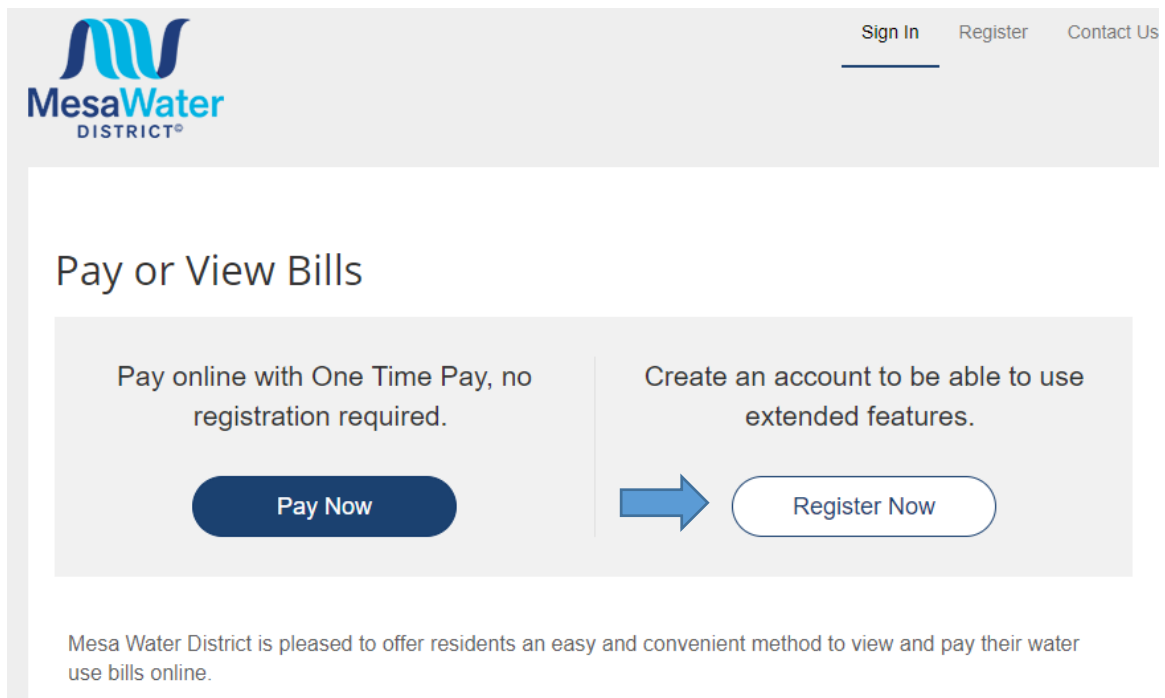2. On the top right of the website select the "Online Billing Pay" Button.

3. Select "Access Online Bill Pay" button in the middle of the page.

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.

MesaWater.org

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

R77FD

Q Search Accounts

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

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	▓▓▓▓▓	View / Pay ❯

Related Invoices
Remind Me

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

MesaWater.org

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.

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