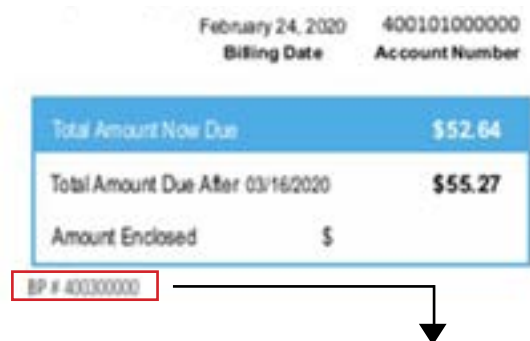


MyAccount

Account Set Up

1. Visit WaterOne.org.
2. In the top right corner, click on "MyAccount." This will take you to the MyAccount portal.
3. Click "Register."
4. Enter an email, password, and confirm password. Your password must have a minimum of nine characters and include one number. Click "Submit."
5. You will receive a message to verify your email address. Go to your email account. Open the email with the subject *Sign Up Verification*. In the body of the email, select "Click Here."
6. You will be routed to a sign in page that says your profile has been activated. On that page, click "Log In."
7. Fill out the registration form that appears after logging in. Click "Submit."
8. Next you will need to link MyAccount

to your WaterOne account. Click "Validate and Connect."



The screenshot shows a portion of a WaterOne bill. At the top right, it displays the 'Billing Date' as February 24, 2020, and the 'Account Number' as 400101000000. Below this, a table lists the following amounts:

Total Amount Now Due	\$52.64
Total Amount Due After 03/16/2020	\$55.27
Amount Enclosed	\$

Below the table, a red box highlights the 'BP # 400300000'. An arrow points from this box down towards step 9 of the instructions.

9. Enter your WaterOne **Customer ID**. This ID is located on the front page of your bill near the bottom under the section "Total Amount Now Due." It is a 9-digit code. If you do not have your WaterOne Customer ID, contact WaterOne at (913)895-1800.
10. Next, enter your **billing** zip code.
11. Click "Validate Account" Confirm by clicking "Submit." You will be taken to the login screen.
12. Click "Home" to return to your dashboard. To view your daily water usage click "View More Details" above the consumption graph.