

Online Billing Registration Procedure

How to register your water account for a customer portal

Registering your water account for a customer portal will allow you to store payment information, view previous payment activity, view your bill, enroll in autopay, link multiple accounts, and sign up for email notifications. To register your water account for a customer portal, take the following steps.

- Step 1: Visit <https://www.lakepalopintoareawsc.com>
- Step 2: Click on the green button that states *Bill Payment*.
- Step 3: Click on the green button that states *Pay Your Bill Now*.
- Step 4: Type your account number in the textbox and click on the button that states *Look Up Account*.
- Step 5: Confirm you have found the correct account.
- Step 6: Click on the button that *Create Account* located at the top right of the screen.
- Step 7: Type in your first name, last name, and email address in the appropriate boxes.
- Step 8: Agree to the terms of use by clicking the check box.
- Step 9: Click on the button that states *Create Account*.
- Step 10: Visit your email and open the email titled *PayStar Account Registration*.
- Step 11: Click on the button that states *Finish Account Registration*.
- Step 12: Create a password for the account.
- Step 13: Click on the button that states *Complete Registration*.

You have now registered your water account for a customer portal. The next screen will be your customer portal dashboard. This is the main screen you will see every time you login. From here you can explore all the features PayStar has to offer that will make paying your bill much easier.

How to login to your account next time:

- Step 1: Visit <https://www.lakepalopintoareawsc.com>
- Step 2: Click on the green button that states *Bill Payment*.
- Step 3: Click on the green button that states *Pay Your Bill Now*.
- Step 4: Click on the text that states *Already registered? Login with email*.
- Step 5: Type your email address and password in the appropriate boxes.

This will bring you to the main dashboard of your customer portal. If you forgot your password, click on the text that states *Forgot Password*. This will send an email to the email address on file for your account. Follow the instructions to reset your password.