This guide is to assist a Payer with navigating the online services site and allowing the Payer to add donation(s) with their payments.

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Login Page

Payers will land on the following page, that will allow them to log in using their current Login ID and Password, or allow 1st Time Users to Enroll. Payers may also choose to make a One-Time Payment without logging in or enrolling.

Enrollment

Enrolling allows a user to create a unique Login ID and password so that they can save their payment methods, setup recurring payments and see payment history.

Account Setup

To verify your identity, we need your Account Number (10 Digits) and Service Address Zip Code.

Account Number (10 Digits)

Service Address Zip Code

Provide Account Number and Service Address Zip Code
One-Time Payments (or Guest Payments)

Home Screen
A payer can make a payment and donation from the Home Screen.

Provide Account Number and Service Address Zip Code

Select "Continue to Payment"
Enter Donation amount (optional)
Pay My Bills Screen

A payer can select item(s) to pay and/or add a donation with their payment from the Pay My Bills Screen.

If the payer wishes to make a donation only, and invoice does not need to be selected in order to make a donation.

![Select item to pay](Image)

![Enter Donation amount (optional)](Image)
Verify Screen

The Payer will be allowed to verify the payment and / or donation amounts, or can adjust payment amount and delete the donation from the Verify Screen. The Payer will also be asked to acknowledge Terms & Conditions before completing their payment and /or donation.

Verify Amount and Acknowledge Terms and Conditions

Verify Payment

Verify Payment Amount

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. Wells and various third party vendors provide the Internet Bill Payment and Payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us or any third party vendor acting on our behalf, you, and any person you authorize to perform transactions on your account, agree to these terms and conditions.

1. General Instructions. If a payment instruction authorized by you and the Instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. You may refuse transfers.

Check to accept Terms and Conditions
Remove Donation

Verify Payment

To remove Donation before completing payment

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. Wells and various third party vendors provide the Internet Bill Presentment and payment service. It is subject to the consumer financial protection bureau. The Electronic Funds Transfer Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. E-Remittance Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers.

To complete payment, click the 'Make Payment' button.

ACCOUNT NUMBER 456123980

<table>
<thead>
<tr>
<th>Bill Date</th>
<th>Due Date</th>
<th>Service Address</th>
<th>Amount Due</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/02/2016</td>
<td>6/10/2016</td>
<td>7212 S Tucson Way</td>
<td>$29.24</td>
<td>50.00</td>
</tr>
</tbody>
</table>

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View Confirmation Screen

Confirmation

Thank You! Your payment has been made.

Payment Date: 6/28/2016
Payment Method: Heather’s Household

Total Payment: $70.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before 6:00 pm MT today will be posted on the next business day. If funds are not collected or are returned from the financial institution for any reason, a $30 fee will be added to the account. You may also be charged a delinquency fee. A Confirmation Number shows the payment was initiated, not that funds have been received by ABCWUA.

If you have any further questions about payments to The Water Authority, please contact our office at 505-842-9287.

Account Number | Confirmation Number | Payment Amount | Number of Bills
---|---|---|---
4561239880 | 3100005645 | $50.00 | 1
Living River Fund | 3100005645 | $20.00 | 1

Select to Setup Recurring Payments or Return to Pay My Bills to view History or Log Out
Payment History

Donation History

Toggle to "Donations" to see Donation Payment History and Donation Payment Details

Payment History

Toggle to "History" to see Payment History and Payment Details
View Payment Status Details

Select to view Payment Details

Payment Status Details (As of 6/28/2016 1:27:43 PM)

PAYMENT AMOUNT $70.00

BILLING INFORMATION
Name: Heather Morrison
Account:
Confirmation #: 3100005645
Payment Account: Heather’s Household Account
BANK *****545

DONATE
Living River Fund $20.00

Date Time Event Status
Payment Request
6/27/2016 08:37:05 PM ACHWEB-Enrolled Payment Request Initiated for $70.00 Initiated

Payment Processing
6/27/2016 08:37:06 PM ACHWEB-Enrolled Payment Request Initiated for $70.00 Initiated
6/27/2016 08:37:06 PM Payment Sent for Processing Processing

Email Processing
6/27/2016 08:37:06 PM Receipt e-mail to customer Sent

Show Bills Paid
User Menu Change Password

Account Settings
Manage the user's profile, security settings and notifications.

Profile Settings

What's Your Billing Address?

Country
Billing & Payment (Setting up Payment Methods)

You can also Add a Payment Method from the Home Page, Pay My Bills screen and from the User Menu under Billing & Payment.

Payment Accounts

Add or delete a payment account

- Add a Payment Method

Edit Payment Method

Delete Payment Method

PAYMENT SUMMARY

0 Bills $0.00

Payment Method Add A Payment Method

Pay Date

6/28/2016

Payments confirmed before 6:00 pm MT today will be posted on the next business day. If funds are not collected or are returned from the financial institution for any reason, a $30 fee will be added to the account. You may also be charged a delinquency fee. A Confirmation Number shows the payment was initiated, not that funds have been received by ABCWUA.
### Account Access (Account Linking & Unenrollment)

#### Adding Accounts

You may add additional accounts with the Water Authority by entering your Account Number and Service Address Zip Code.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Service Address Zip Code</th>
<th>More Information</th>
<th>Submit</th>
</tr>
</thead>
</table>

#### Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

- **ACCOUNT NUMBER 4561239880 - PRIMARY**
  - [Remove]

  **People with Access**
  
  There are no other customers who can make a payment on this account.

#### Un-Enroll Your User Profile

<table>
<thead>
<tr>
<th>LogiHD</th>
<th>Account Number</th>
<th>More Information</th>
<th>Un-Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:heather.m@myemail.com">heather.m@myemail.com</a></td>
<td></td>
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### Change Password

Change Password

Please answer your security questions

- What city did you visit on your honeymoon?

- How many brothers and sisters did your mother have?

[Verify]