

Do you have an online account setup to access your water & sewer account information?



Do you want one?

YES

NO

Do you receive your bill and newsletter electronically?

NO

YES



The Trees Thank You!

Do you want to?

YES

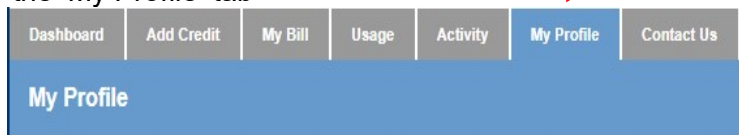
Register at <https://columbiacity.merchantr ansact.com>.

To complete the first time sign in you will be sent a confirmation e-mail that **must to be acknowledged**. If you do not see it right away, please check your junk email. If you are still not seeing it, contact us at 503-397-4010.

Once your account has been registered and a sign-on created you will instantly be able to see billing, payment, and water usage history. **Please note that additional steps will need to be taken to opt in to receive e-bills.**

Follow the instructions below to 'Opt In' to receiving E-bills:

- Go to the 'My Profile' tab



- Scroll down to the 'Your accounts' section and click on the account number hyperlink

Your accounts
If you would like to change any of the accounts associated with this settings.

Default Set who is your default customer when you log in
Paper Bill Toggle the ability to receive a paper bill in the mail.
Electronic Bill Toggle the ability to receive an electronic bill via e-

Account Number	Default Customer	Paper Bills	Electronic Bills	Remove Account
000440-000	✓	✓	✗	

- Select the radio button for 'no' under the paper bill section and 'yes' under the electronic bill section, then click the 'Submit' button

Paper Bill via Post Office

Yes, print and send my paper bill using the postal service.
 No, do not print and send my bill using the postal service.

Electronic Bill via Email

Yes, send an electronic copy of my billing statement via email when the bill is ready.
 No, do not send the bill electronically.

Submit

To be signed up for E-bills and not to receive paper bills and newsletter, your setting should look like:

Account Number	Default Customer	Paper Bills	Electronic Bills	Remove Account
000440-000	✓	✗	✓	