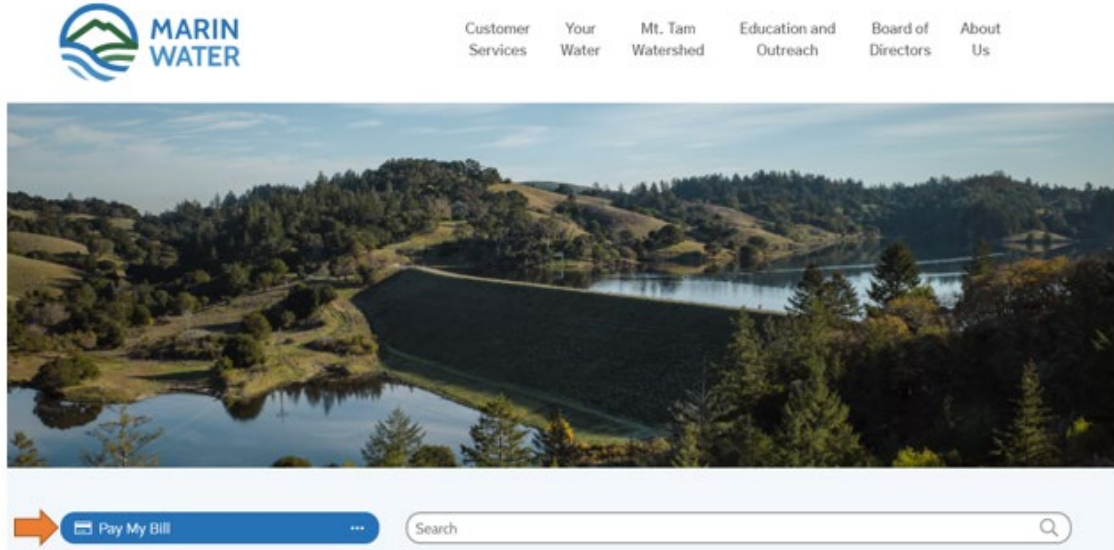


## Paying your Marin Water bill online with a one-time payment

1. Visit MarinWater.org and click the “Pay My Bill” link.



2. Enter your username and password to login to the Marin Water Online Payment System. If you do not have an account, please use the new users section to create one.

A screenshot of the Marin Water Online Payment System login page. The page features the Marin Water logo at the top left and the title "Online Payment System" at the top right. The main content area is divided into two sections: "EXISTING USERS" and "NEW USERS".  
**EXISTING USERS**  
This section has a light blue background. On the left, it says: "If you have already set up a username and password, enter them here." On the right, under the heading "LOGIN BELOW:", there are two input fields: "User Name:" and "Password: (case-sensitive)". Below these fields is a "Login" button and a link that says "Forgot Your User Name or Password?".  
**NEW USERS**  
This section also has a light blue background. On the left, it says: "If you have not yet set up a username and password, enter this information **exactly as it appears on your MMWD invoice**. If there are two name lines, use line 1." On the right, under the heading "PLEASE ENTER THE FOLLOWING INFORMATION:", there are two input fields: "Customer Number:" and "Customer Name:". Below these fields is a "Continue" button and a link that says "Having trouble?".  
At the bottom of the page, there is a small copyright notice: "Copyright © 2008 DIVDAT All Rights Reserved".

3. Click on the “My Account” tab to access payment options.

**MARIN WATER** Online Payment System

HOME MY INVOICES **MY ACCOUNT** CONTACT US HELP LOG OFF

**WELCOME**

You can now make payments with Safari and Google Chrome browsers. With On-Line Bill Presentation and Payment, you can view, print and pay on-online at no charge to you. In addition, you can sign up for e-mail notification of your billing by clicking the "Edit E-Bill and Auto-Pay" below, and choosing e-mail as the invoice delivery method. With this feature, you will receive a notification to your e-mail address that your Marin Municipal Water District invoice is ready to view, print and pay. No more paper shuffle. It's now automated for your convenience.

**INVOICE SUMMARY**

# Invoices: 1  
Amount Due:  
Recent payments are not reflected in the amount due until a new invoice has been generated.

Pay Invoices Now

View pending on-line payments:  
**Payment History**

INVOICE ENCLOSURES	
Date	Title
7/1/2022	<a href="#">2022 Summer On the Water Front</a>

IMPORTANT ANNOUNCEMENTS	
Flume Brochure <a href="#">Read more...</a>	

MY INVOICES	MY ACCOUNT	CONTACT US	HELP
Make a Payment	Make a Payment E-Bill and Auto-Pay Change Password Change E-mail Payment Method Payment History	Contact Us	Help FAQ Site Guide Billing Policy

4. Click on the “Make a Payment” tab to make a one-time payment.

**MARIN WATER** Online Payment System

HOME MY INVOICES MY ACCOUNT CONTACT US HELP LOG OFF

**E-BILL and AUTO-PAY**

Below is a listing of all accounts to which you have access. If you wish to request e-bills or set up auto-pay click the edit icon below.

- If you select e-bill, you will receive one more paper invoice, along with an e-mail notifying you that your invoice is ready to view and pay online. Thereafter, you will receive only the e-mail. If you do not select e-bill, you will continue to receive paper invoices. No e-mails will be sent to you.
- If you select auto-pay, then you will automatically be enrolled for e-bill. Invoices will be paid automatically, using your designated payment method (checking account or credit card). You will receive an e-mail 20 days in advance of the charge, notifying you of the date and amount of the charge. If you do not select auto-pay, you can still make one-time payments. **Note that auto-pay will take effect with your next invoice. If there are any invoices currently due on the Make a Payment page, please make a one-time payment on them before you set up auto-pay.**

Make a Payment  
E-Bill and Auto-Pay  
Change Password  
Change E-mail  
Payment Method  
Payment History

5. Enter the payment amount and then click the "Continue" button.

The screenshot shows the Marin Water Online Payment System interface. At the top left is the Marin Water logo. The main header reads "Online Payment System". Below the header is a navigation bar with links: HOME, MY INVOICES, MY ACCOUNT, CONTACT US, HELP, and LOG OFF. The current page is titled "MAKE A PAYMENT".

On the left side, there is a vertical menu with "Make a Payment" selected. Below this menu, the "PAYMENT PROGRESS" is shown as: 1. Enter Payments \*\*\*\* 2. Select Payment Method \*\*\*\* 3. Choose Date \*\*\*\* 4. Confirm \*\*\*\* 5. Receipt.

The main content area is titled "STEP 1 - ENTER PAYMENTS". It contains the following text:  
Enter the amount you wish to pay for each invoice in the pay amount box and click the continue button.  
Note: If you schedule your payment for a future date, in step 3 of this process, it will show as "Pending" in the column below, until the payment date arrives. Payments made on the current date will not show as pending.  
Note: If you are enrolled in Auto Pay and wish to make a one-time payment, you will need to temporarily turn off Auto Pay, on the "My Account" page, before proceeding. Once the payment has been submitted, please turn Auto Pay back on for future invoices.

Below the text is a table with the following structure:

Customer No:		Customer Name:			
View	Invoice Date	Balance Due	Pay Amount	Pending Payment	Pending Pay Date
<a href="#">View</a>	11/7/2022	\$416.68	416.68		

An orange arrow points to the "Pay Amount" input field, and another orange arrow points to the "Continue" button below the table.

6. Select a payment method and click the "Continue" button.

The screenshot shows the Marin Water Online Payment System interface, continuing from the previous step. The main header and navigation bar are the same. The current page is titled "MAKE A PAYMENT (continued...)".

On the left side, the "Make a Payment" menu is still selected. The "PAYMENT PROGRESS" is updated to: 1. Enter Payments \*\*\*\* 2. Select Payment Method \*\*\*\* 3. Choose Date \*\*\*\* 4. Confirm \*\*\*\* 5. Receipt.

The main content area is titled "STEP 2 - SELECT PAYMENT METHOD". It contains a table with the following structure:

Select	Payment Method	Name on Account	Account Num/Routing Num	Exp Date
<input checked="" type="radio"/>	Visa			

An orange arrow points to the "Select" column of the table. Below the table are two buttons: "Add New Payment Method" and "Continue". An orange arrow points to the "Continue" button.

7. Select a payment date from the calendar and then click the "Continue" button.

**MARIN WATER** Online Payment System

HOME MY INVOICES MY ACCOUNT CONTACT US HELP LOG OFF

Make a Payment **MAKE A PAYMENT (continued...)**

PAYMENT PROGRESS: 1. Enter Payments \*\*\*\* 2. Select Payment Method \*\*\*\* 3. Choose Date \*\*\*\* 4. Confirm \*\*\*\* 5. Receipt

**STEP 3 - SELECT PAYMENT DATE**

NOTE: Late charges may be assessed if the payment date you select below is later than the due date of the invoice(s) to which this payment is to apply.

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Selected Payment Date: **11/25/2022**

8. Check the box to authorize payment and then click the "Submit" button.

**MARIN WATER** Online Payment System

HOME MY INVOICES MY ACCOUNT CONTACT US HELP LOG OFF

Make a Payment **MAKE A PAYMENT (continued...)**

PAYMENT PROGRESS: 1. Enter Payments \*\*\*\* 2. Select Payment Method \*\*\*\* 3. Choose Date \*\*\*\* 4. Confirm \*\*\*\* 5. Receipt

**STEP 4 - CONFIRM YOUR PAYMENT**

Below is the transaction summary. If anything is not correct, use the "Payment Process" links above to return to an earlier step and make corrections.

If the transactions is correct, click the "authorize payment" box and then click submit.

<b>TRANSACTION AMOUNT:</b> \$416.68
<b>ACCOUNT TYPE:</b> Visa
<b>ACCOUNT NAME:</b> .
<b>ACCOUNT NUMBER:</b>
<b>PAYMENT DATE:</b> .

Check this box to authorize payment:

9. View or print the receipt.

The screenshot shows the Marin Water Online Payment System interface. At the top left is the Marin Water logo. To its right is the title "Online Payment System". Below the title is a navigation bar with links: HOME, MY INVOICES, MY ACCOUNT, CONTACT US, HELP, and LOG OFF. A "Make a Payment" button is visible on the left sidebar. The main content area is titled "MAKE A PAYMENT (continued...)" and shows the "PAYMENT PROGRESS" steps: 1. Enter Payments \*\*\*\*, 2. Select Payment Method \*\*\*\*, 3. Choose Date \*\*\*\*, 4. Confirm \*\*\*\*, and 5. Receipt. Under "STEP 5 - RECEIPT", it states "Your payment has been successfully scheduled:". A box contains the following details: TRANSACTION AMOUNT: \$416.68, ACCOUNT TYPE: Visa, ACCOUNT NAME:, ACCOUNT NUMBER:, and PAYMENT DATE:. Below this box is a printer icon and the text "Printer Friendly".

10. To help keep your Marin Water online account secure, remember to logoff after making a one-time payment.

This screenshot is identical to the one above, showing the receipt confirmation screen. The key difference is an orange arrow pointing to the "LOG OFF" button in the navigation bar, highlighting the security instruction.