

This guide explains how customers with a Paymentus account that was used to pay Westminster utility bills will be able to log in to the new portal. All saved payment methods and autopay schedules from Paymentus have been ported over into Westy Water already. Customers will need to reset their password with Westy Water to gain access to their account information.

Prerequisites:

• Your Paymentus email and password.



Open your web browser to the main Westy Water page at <u>www.</u> <u>CityofWestminster.us/WestyWater</u> and click the "Click Here" button.



Westy Water—Westminster's new water utility customer portal

To access Westy Water and pay your utility bill



Westminster's new customer portal offers residents and customers the ability to monitor water consumption and receive emergency leak alerts via email. You'll be able to compare past water consumption, pay your water bill, and learn about water efficiency programs that could belo was sew water and money.

Data Dashboard The data dashboard allows



Enter your Paymentus username/ email and password. Click "Sign In." A green banner will show at the top directing you to check your email.



Open your email and find the email titled "Westy Water - Welcome!" Click the first blue "Click here" link.



Dear

Thank you for using the Westy Water App.

Please <u>Click her</u> update your password and get started. This link will be valid for 2 days. If you are to update your password within that time, you will need to log in again at <u>Click</u>.

If you need further assistance please contact our customer service at (303) 658-2405 or email us at WestyWater@CityofWestminster.us.

Thank you,

City of Westminster

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Enter a new password, two times. Read and agree to the Terms & Conditions, then click "Submit."

YOU'RE ALMOST DONE!	
Thank you for onboarding with Westy Water. Please update the password and complete registration.	
New Password	©
Confirm Password	•
I Agree to Terms & Conditions	
6 0	
Contact Us Terms & Conditions Privacy Policy	

✓ Your password has been changed successfully.	
WESTY WATER	
Would you also like to update notification and paperless enrollment?	
Receive Paperless Bill	
SKIP	
0 0	

Select which notifications to receive, then click "Submit." *Westminster strongly recommends subscribing to Leak & Bill Notifications.

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Log in with your Paymentus username/email and new pass You can now confirm your save payment methods and auto pa schedule (if any) remained the

