



How do I set up an auto payment in the Westy Water customer portal?

This guide explains the auto payment options available to Westminster utility customers and how to enroll. Auto payments are recurring, scheduled payments for your utility bill.

Available Auto Payment Types:

Full bill amount

This option will automatically pay the full bill amount on the due date, or an earlier date up to 10 days in advance of the due date.

Monthly fixed amount

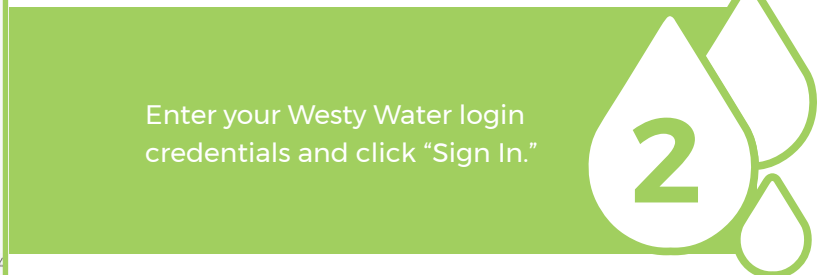
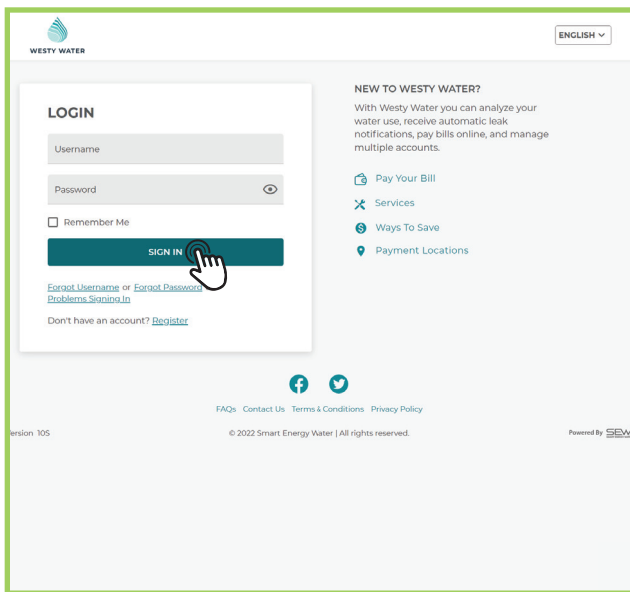
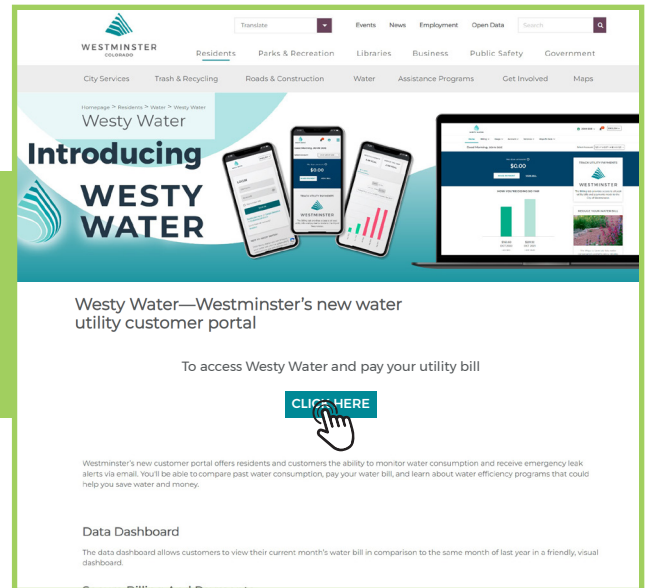
This option will pay a fixed amount once a month on the day you select. Please be sure to schedule your payment date to occur between the bill date and the bill due date. This option will create late payment fees on your account if the balance drops below zero dollars.

Prerequisites:

- A Westy Water account.
- A valid credit card (Visa, MasterCard, Discover) or bank account.



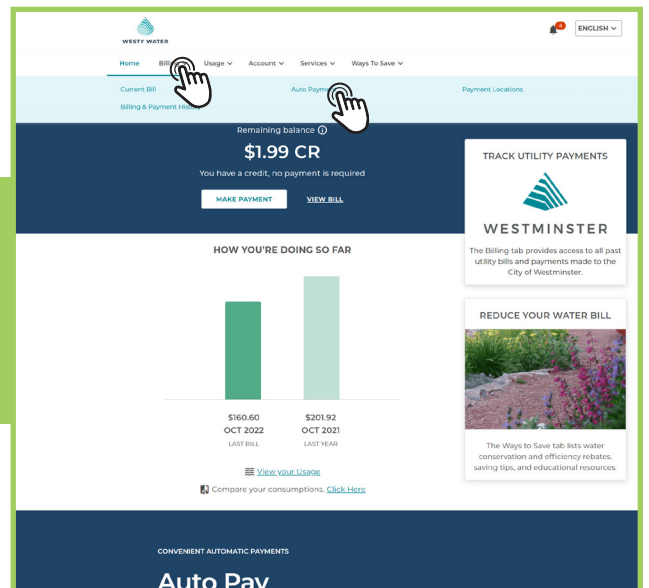
Open your web browser to the main Westy Water page at www.CityofWestminster.us/WestyWater and click the “Click Here” button.



Enter your Westy Water login credentials and click “Sign In.”

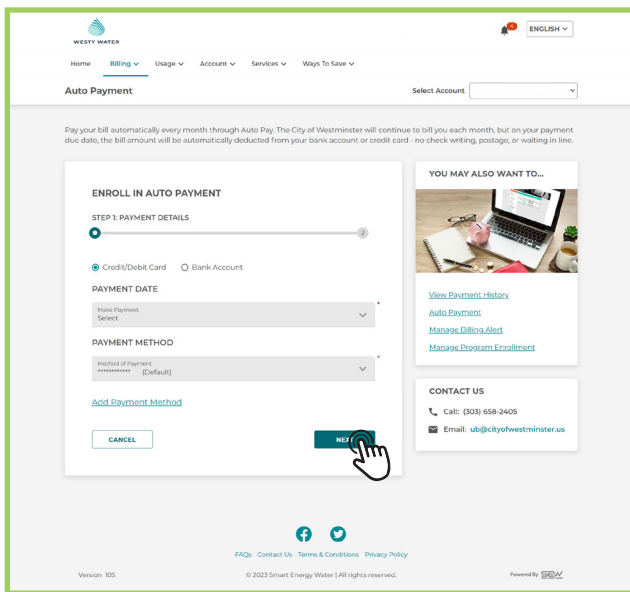
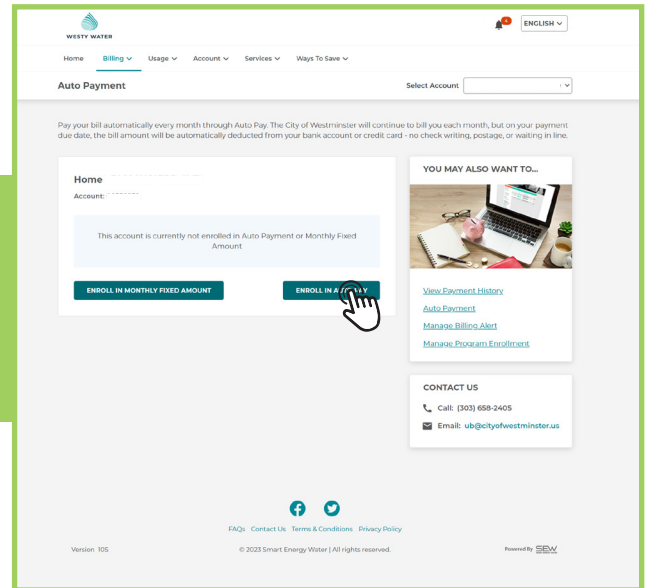


Click “Billing” then select “Auto Payment.”





Click “Enroll in Auto Pay.”
*Directions for Monthly Fixed Amount are similar, but not shown.



Select either “Credit/Debit Card” or “Bank Account.” Select when the bill will be paid. Select the saved payment method or add a new payment method. Click “Next.”



Read and accept the payment Terms & Conditions, then click “Enroll.” Your auto payment is now set up.

