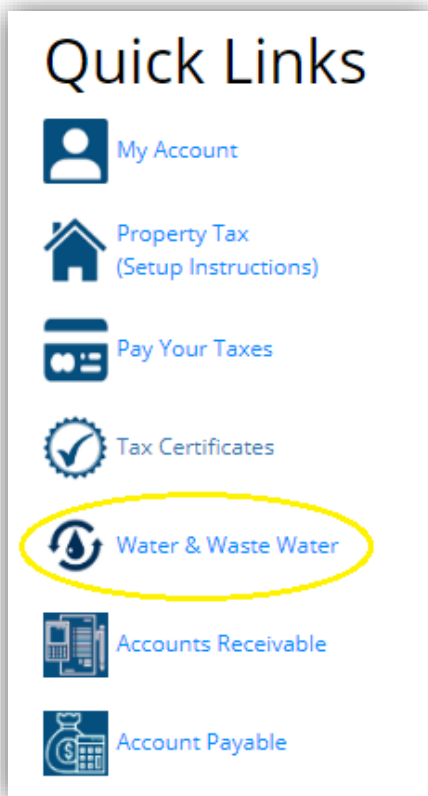
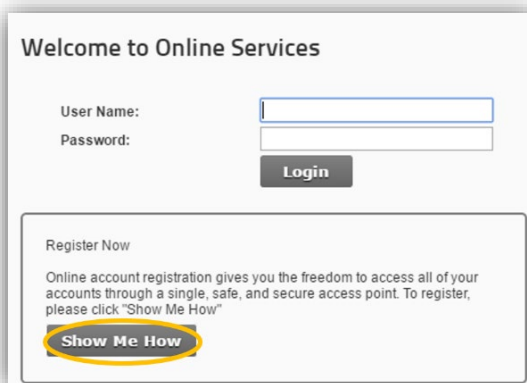


## Guide for using the Water and Waste Water Online Service

1. Click on the Water & Waste Water link under Quick Links:



2. For first time users, you are required to set up a new account.  
Scroll down and click on the **[Show Me How]** button near the bottom of the page.



The image shows a login page titled 'Welcome to Online Services'. It has a 'User Name:' field, a 'Password:' field, and a 'Login' button. Below the login fields is a 'Register Now' section with a paragraph of text and a 'Show Me How' button circled in yellow.

Welcome to Online Services

User Name:

Password:

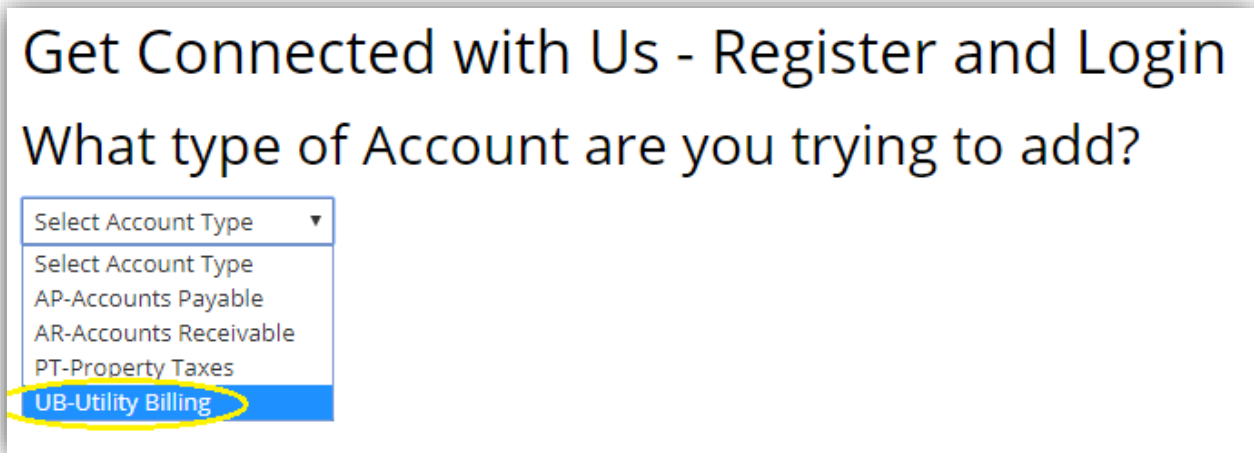
Login

Register Now

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point. To register, please click "Show Me How"


Show Me How

- If prompted, click the drop down menu and select **[UB-Utility Billing]** to indicate the type of account to add.



- Once you've selected the Utility Billing from the drop down box, you will need to fill in the Account Number and Access Code/PIN information. This will be found on your Water & Waste Water Bill.

**Municipality Of Leamington**  
 111 Erie St N  
 Leamington ON N8H 2Z9  
 Phone: (519) 326-5761  
 Fax: (519) 326-2481

  
**Water & Waste Water Billing Department**

---

Account #: 012 345678 901  
 Service Address: 111 Erie St N

Billing Date: 08-Apr-2021  
 Batch #: 2021040802

---

Municipality Of Leamington  
 111 Erie St N  
 Leamington ON N8H 2Z9

Make Cheque Payable to  
 Municipality Of Leamington  
 Enter Amount Enclosed

\* 1 2 3 . 5 5 \*

Account Balance Due By 26-Apr-2021 \$ 123.55  
 Account Balance Due After 26-Apr-2021 \$ 125.09

Please detach and return top portion with payment. Retain bottom portion for your records.

---

Account #: 012 345678 901  
 Service Address: 111 Erie St N

Billing Date: 08-Apr-2021  
 Batch #: 2021040802

PIN# LEA12

| Code                                     | Description | From | To | Units | Amount |
|--|-------------|------|----|-------|--------|
| <b>Account Details From: 08-Apr-2021</b> |             |      |    |       |        |

This Water & Waste Water Bill is an example that should look just like yours.

5. Use the Account Number on your Water & Waste Water Bill to fill in the three fields Using the example from the previous step:

**Municipality Of Leamington**  
111 Erie St N  
Leamington ON N8H 2Z9  
Phone: (519) 326-5761  
Fax: (519) 326-2481

Account #: 012 345678 901  
Service Address: 111 Erie St N

**Municipality Of Leamington**  
111 Erie St N  
Leamington ON N8H 2Z9

Municipality of **Leamington**  
live | play | work

Home

### Get Connected with Us - Register and Login

Add UB Account

Account Number: 012 345678 901

Access Code / Pin: .....

Please Notify me by Email that  my Utility Bill is Ready::

6. Now enter the Access Code / PIN that was indicated on the right side of your Water & Waste Water bill above account details.

Account Balance Due After 26-Apr-2021 \$ 125.09

Billing Date: 08-Apr-2021  
Batch #: 2021040802

| n    | To       | Units | Amount |
|------|----------|-------|--------|
| .021 |          |       |        |
| 3/21 | 31/03/21 | 1.00  | 22.09  |

**PIN# LEA12**

### Get Connected with Us - Register and Login

Add UB Account

Account Number: 012 345678 901

Access Code / Pin: .....

Please Notify me by Email that  my Utility Bill is Ready::

I will View my Utility Bill  Online:

Note: If you entered any of the 2 items above incorrectly, you will not be able to continue with the registration. Please double check the information on your Water & Waste Water Bill and try again. Select your bill options, enter your email address and verification code before clicking "Continue".

7. Choose a User Name for your account. Your User Name can be identical to your e-mail address. Ensure your password is at least 8 characters long and contains at least one special character. Examples of special characters are: (! @ # \$ % ^ & \*)  
Once complete click on the Save button.

Access Code / Pin: [\*\*\*\*\*]

Just a couple more steps to setup your personal access account for the site.

User Name: [nemo@leamington.ca]  
Email Address: [nemo@leamington.ca]  
Password: [\*\*\*\*\*]  
Confirm Password: [\*\*\*\*\*]

[Back] [Save]

8. Once you click on Save, you will be redirected to your Accounts page that will display the Account that you just registered with. **If you have other accounts**, you are able to add them within this window by clicking on the 'Need to Add an Account?' heading below, choosing the UB-Utility Billing option, and completing the above steps for subsequent accounts.