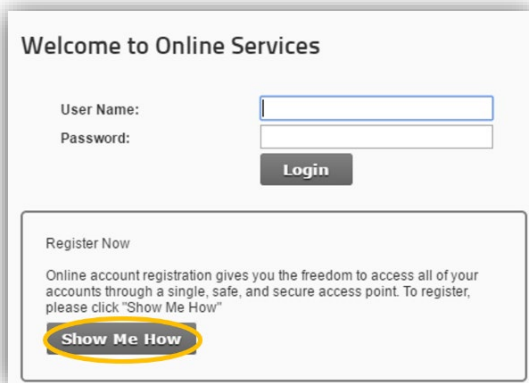


Guide for using the Water and Waste Water Online Service

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

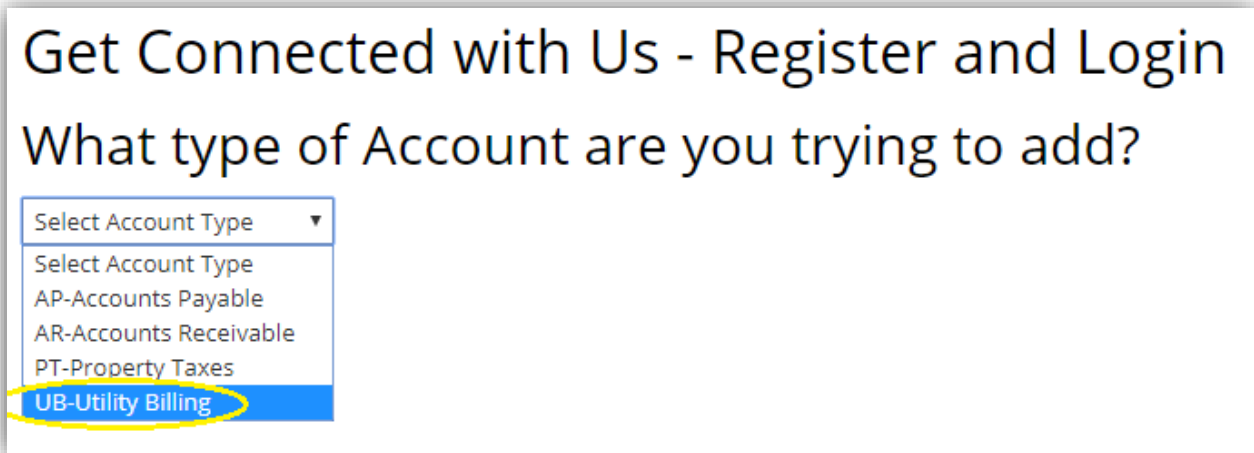


2. For first time users, you are required to set up a new account.
Scroll down and click on the **[Show Me How]** button near the bottom of the page.




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

- 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
Account Details From: 08-Apr-2021					

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 is case sensitive and should not have spaces or special characters. 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

User Name:

Email Address:

Verification Code:

Password:

Confirm Password:

Verification code has been sent to johndoe@email.com. This code will be active for 15 minutes.

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.