



Crystal Springs Water District

Domestic Water System

PO Box 186 / 3006 Chevron Drive Odell, Oregon 97044 Phone:(541)354-1818

We have recently upgraded our billing software and online web payment portal, which will allow for many more payment options. Due to this upgrade however, it will require you to register (*or re-register*) your account.

Please follow these steps to do so...

Go to www.cswdhr.com > **Pay Bill Online**, This link will take you to our new web payment portal <https://cswdhr.azurewebsites.net>

Click on the REGISTER button and follow the prompts...

Step 1- Enter Account #

Step 2- Verify Account

Step 3- Create User *

* If you already had a previous User Name & Password, you can enter that information here

Step 4- Registration Complete

Once you have followed these steps, you will be able to login to your account.

Please note that you will now be able to utilize the following features...

- Track your current balance
- Make a payment
- Review your payment and usage history
- Link multiple accounts
- Save a credit card number for future payments
- **Option to setup Recurring Payments**

If you have any questions, feel free to contact the office staff for further details and instructions.