WebFlex Online Account Access

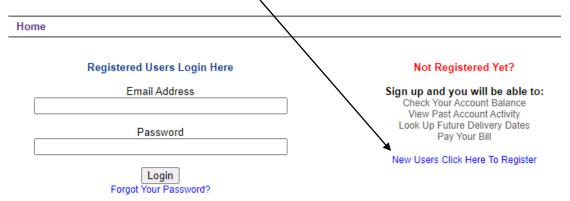
With online account access you will be able to see your current balance, rental information, next delivery dates, invoices and history. If you sign up for our online statement feature you will also be able to view your current and prior statements.

Accessing your account is easy. Start by visiting our web site at aquatekwater.net

From there select the PAY BILL ONLINE option.



The first time you access your account through our web site you will be required to enter some information so we can set up your account. After you have done this the first time you will not need to do it again. Click the following link to begin the registration process:



The following is the information you will need:

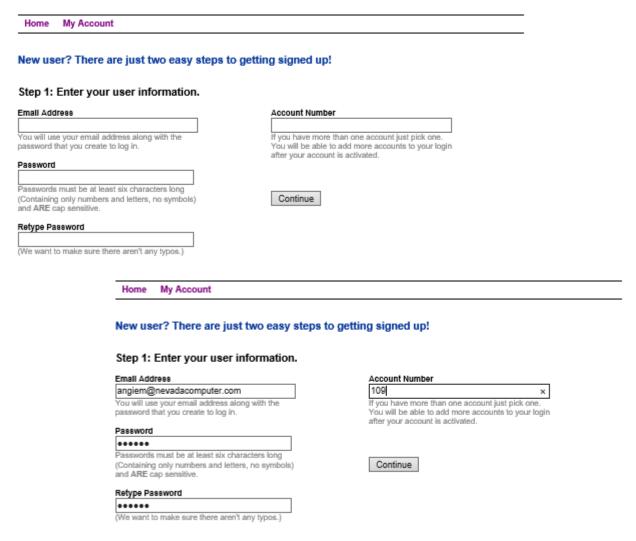
Email Address – this is the way we identify you within the system

Your account number – This is the account number from the account number box in the statement or invoice you receive from us. If you currently manage multiple accounts with us you can add the additional accounts after you have set up your first account.

Telephone Number – to help us verify you are selecting the correct account. This is the main telephone number we have on file for you

ZIP Code – again, to help us verify you are selecting the correct account.

You will be asked to create and verify a password the first time you log in:



After clicking "Continue" you will be asked to enter the account information we mentioned above so we can verify you are selecting the right account:

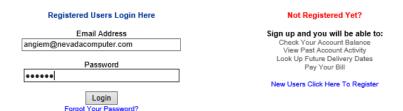
After you click "Register" you will be able to log into your account:

Congratulations! You have successfully registered.

You can click here to log in.

Once you are registered you will not have to go through this process again.

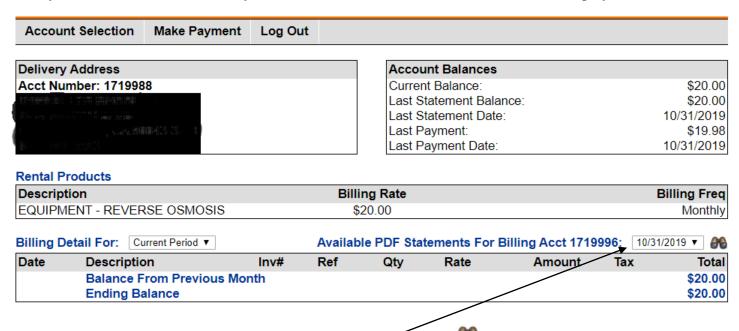
Now you can log into your account to view your account information and statements.



After logging in, select the account you wish to view by clicking on the account number. If you manage multiple accounts there will be more than one account in the list



After you have selected the account you wish to view the main account screen will be displayed:



In order to view your most recent statement click the binoculars icon click the binocular icon then click the binocular icon and the click the binocular icon and the

0.00

0.00

8/31/2019 7/31/2019

6/30/2019 5/31/2019 4/30/2019

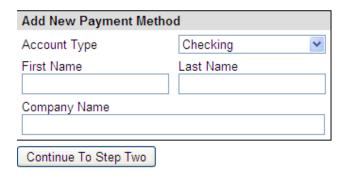
Making Payments using web site account access

Setting up a payment method

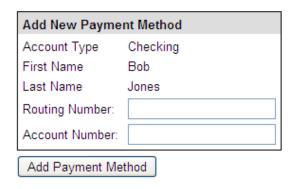
The first step in making a payment is to set up a payment method. From the account screen select "Make Payment" \



From the next screen select the type of payment method you want to create. In our example we are setting up a bank draft from a checking account:



After entering your name information on the first screen click the "Continue to Step two" button And fill out the remaining information. Then click the "Add Payment Method" button





- · The routing number will be a 9 digit number.
- Some banks put the check number in between the routing number and the account number.
- Make sure you include leading zeros if present in your account number.

Making a Payment

After you have set up the payment method you may use that method to make a payment. From the account screen click "Make Payment"

Account Selection Make Payment Log Out

When making a payment using web site access *if you manage multiple accounts the payments must be entered for each account, not one lump sum.* This will help us to accurately apply the payments to the correct account. To make a payment, click the "Make Payment" option on the main account screen.



Next select the payment method to use. If you have invoices select the amount to apply to each invoice, and then select the Make Payment button. In our example we are paying invoiced # 78790 for \$201.00.

And that is all there is to accessing your account and making online payments.

Multiple Accounts

If you manage multiple accounts you can add additional accounts after the initial one. When you are on the Account Selection screen, select the Add Account Button. You will be taken to the account setup screen to enter the account number, phone, and ZIP code for additional accounts.

