

Instructions for Online Payment with Three Lakes Water Association

1. Visit the online payment center at <https://www.billerpayments.com/app/cust/guestauth.do?bsn=threelakes>
2. Enter in your account number and meter number (this can be found on your bill).
3. Press Continue.
4. Enter an email address. A payment confirmation email will be sent to this address after you have completed the process.
5. Payment Method will be Bank Account (if you saved the payment method details from a previous payment you may select them now).
6. Name on Account will be auto filled with the name listed on your water account – change this if necessary.
7. Select which type of bank account you will be using to pay your bill – personal or commercial.
8. Select account type – checking or savings.
9. Enter the routing number.
10. Re-enter the routing number.
11. Enter the account number.
12. Re-enter the account number.
13. You can click on “Save Payment Method Details for next time” if you want this bank account information saved (if saved the information will only show the last 4 digits of your bank account number).
14. Select a payment date (will be auto filled with today’s date unless it is after 5:00 p.m. – then it will show the next business day).
15. Enter payment amount (please use the balance shown on your paper statement or call the office for your current balance).
16. Press Continue.
17. Then you will be directed to a page showing all your payment information – please take a moment to look over the payment details and ensure its correct.
18. Press Confirm when you are satisfied.
19. You may then print your payment information. You will also be sent a payment confirmation email.
20. Complete.