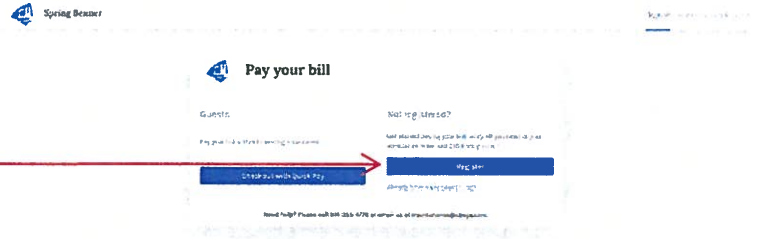


Signing up for the Customer Portal

By signing up for the **Spring Benner Walker Joint Authority Customer Portal** you will be able to view, print, and pay your bills online. Steps to sign up for the Customer Portal:

1 Go to the following website:

<https://sbwja.authoritypay.com>



2 Click on **Register**

3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.



4 Click **Create Account**

A Registration Confirmation window will appear. No action is needed on this window.



You have successfully registered your account! A verification email has been sent to your email address. Please check your inbox. The verification email contains a link. You must verify your account before you can sign on.

5 You will receive an email confirmation. You must click on the link provided in this email to complete your enrollment.

Follow the link below to verify your email and finish your account registration:

https://sbwja.authoritypay.com/user/verify-registration?token=UNEGYF0hck4BcIWgNFRxmhtamCrvD_1660050959

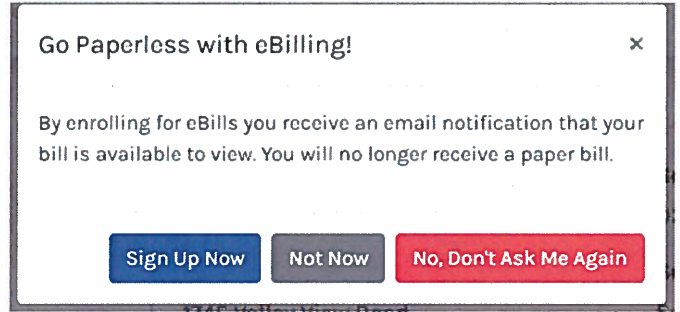
6 You can then click on the verify button to take you to the Portal Login Page



Account Verification

[Click To Verify](#)

- 7 Once logged in it will ask if you would like to enroll in e-billing.



- 8 Next it will ask if you would like to enroll in AutoPay.

You must have a payment method saved. Either ACH Bank Draft or Credit/Debit Card. Please note that all Credit/Debit Card payments are assessed a \$2.00 processing fee.

