

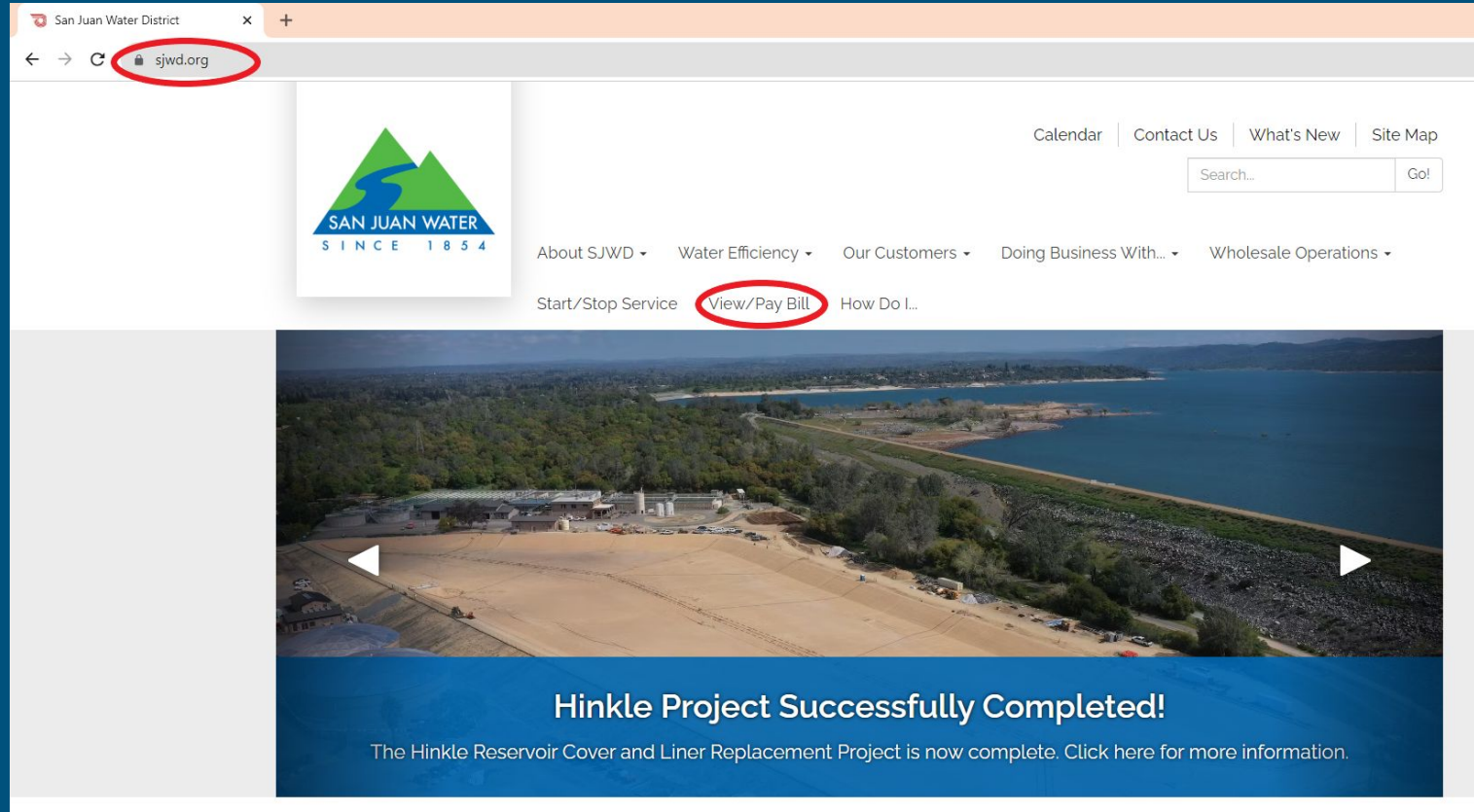


Making a One-Time Payment Online



STEP ONE

Go to our district website (sjwd.org) and click “View/Pay Bill”



The screenshot shows a web browser window with the address bar displaying sjwd.org, which is circled in red. The website header includes the San Juan Water District logo (a green mountain with a blue river) and the text "SAN JUAN WATER SINCE 1854". Navigation links include "Calendar", "Contact Us", "What's New", and "Site Map". A search bar is present with a "Go!" button. A main menu contains "About SJWD", "Water Efficiency", "Our Customers", "Doing Business With...", and "Wholesale Operations". A secondary menu includes "Start/Stop Service", "View/Pay Bill" (circled in red), and "How Do I...". The main content area features a large aerial photograph of a reservoir and dam. Below the photo is a blue banner with the text "Hinkle Project Successfully Completed!" and a link to "Click here for more information."

STEP THREE

You are now on InvoiceCloud. To make a one-time payment without registering for an account, click “Pay Now”



[Sign In](#)

[Register](#)

[Contact Us](#)

Pay or View Bills

Pay online with One Time Pay, no registration required.

[Pay Now](#)

Create an account to be able to use extended features.

[Register Now](#)

San Juan Water District is excited to offer residents an easy and convenient method to view and pay their utility bills online.

You may also make a payment by phone or check your account balance 24/7 with our automated phone service. Call (866) 256-1312.

STEP FOUR

To find your bill to pay, you will need to enter your account number and house number. Then click “Search Invoices”

TO NOTE:

- ★ Your account number includes dashes, you need to enter these dashes as well.
- ★ If you do not know your account number, call our office at 916-791-0115.
- ★ Your house number is JUST the number. Ex: 9935

[← Return to previous page](#)

Please Locate Your Account

Utility


Search our files for your invoices using the fields below. Required fields are marked with a *.
[Need help finding your invoice?](#)

Account Number *

001-23456789-00

House Number *

9935

 Search Invoices

STEP FIVE

Select the invoice you want to pay by clicking the check box on the left of the bill. Then click “Add Selected Invoices to Your Cart”

[← Return to previous page](#)

Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

[Need help finding your invoice?](#)

TO REGISTER, PLEASE SELECT AN INVOICE AND CLICK "CREATE ONLINE ACCOUNT".

Select	Bill Number	Account Number	Owner	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXX	XXXX	xx/xx/xxxx	\$xxx.xx	\$xxx.xx	View Invoice Related Invoices Remind Me

[+ Add Selected Invoices to Your Cart](#)

[Create Online Account](#)

STEP SIX

This screen asks you to review the invoice selection you made. If it is correct, click "Proceed to Payment"

Please review your selection

Please confirm your selections below. Click on Proceed to Payment when you are ready to pay.

Type - Utility

Type	Account #	Invoice #	Due Date	Balance Due	Options
Utility	XXXXXXXXXX	XXXXXX	XXXX	xx/xx/xxxx \$xxx.xx	\$xxx.xx View Invoice Remove

Subtotal (1 Items) \$xxx.xx
Not including any applicable service fees.

[Proceed to Payment >](#)

Additional Options

[I Want To Register This Account](#)

[I Want To Find More Invoices](#)

STEP SEVEN


Using the drop down menu under “Available Payment Methods”, select how you want to pay. You can use a credit/debit card, online check, Google Pay, or PayPal.





Once you choose, click “Continue to Payment Information”

Payment Options Payment Information Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card 

VISA  AMERICAN EXPRESS DISCOVER   PayPal 

How much would you like to pay?

Pay Full Invoice \$xxx.xx

Pay Other Amount

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
XXXXXXXXXXXXXXXXXXXX	\$xxx.xx
View	
SUBTOTAL	\$xxx.xx
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$xxx.xx

*A non-refundable service fee of \$0.00 is included in your total.

STEP EIGHT





On this screen, enter the payment information for the payment method you selected on the previous step. If you selected a credit/debit card, the screen will look like this. Once all information is entered, click "Continue to Review Payment"

Payment Options **Payment Information** Review Payment

Please enter your card information

Cardholder Name *

Card Number * CVV * WHAT'S THIS?

Expiration Date *

Billing Address *

Country *

City * State * Zip *

Email *

[Continue to Review Payment >](#) | [Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
XXXXXXXXXXXXXXXXXX i - Q View	\$xxx.xx
SUBTOTAL	\$xxx.xx
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$xxx.xx

*A non-refundable service fee of \$0.00 is included in your total.

STEP NINE

On the last page, confirm the information entered is correct. You can also use this page to enroll in auto-pay, paperless billing, or pay by text if you wish.


Check the box agreeing to the terms and conditions, then click "Process Payment".


Payment Options Payment Information **Review Payment**


Review your Information


Your Credit/Debit Card [Edit](#) Billing Address

XXXXXXXXXX XXXXXXXXXXXX



 Enroll me in AutoPay [?](#)

 Enroll me in Paperless

 Enroll me in Pay by Text

Payment Summary

Invoice #	Amount
XXXXXXXXXXXXXXXXXXXX View	\$XXX.XX
SUBTOTAL	\$XXX.XX
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$XXX.XX

*A non-refundable service fee of \$0.00 is included in your total.

I agree to the [Invoice Cloud Terms and Conditions](#)

Process Payment \$xxx.xx

[Need Help?](#)

ALL DONE!

You just successfully made an online payment using
our new system, InvoiceCloud,

If you experienced any problems or have questions, our
office can be reached at 916-791-0115 Monday through
Friday from 8:30 am to 5:00 pm.