



# CREATE AN ACCOUNT & PAY YOUR BILL ONLINE

**Why create an account?** Once you create an account you can easily:

- View your bills online
- Pay your bills online
- Manage your payment methods
- Access your payment history
- Sign up for eBilling
- Manage Paperless Billing options

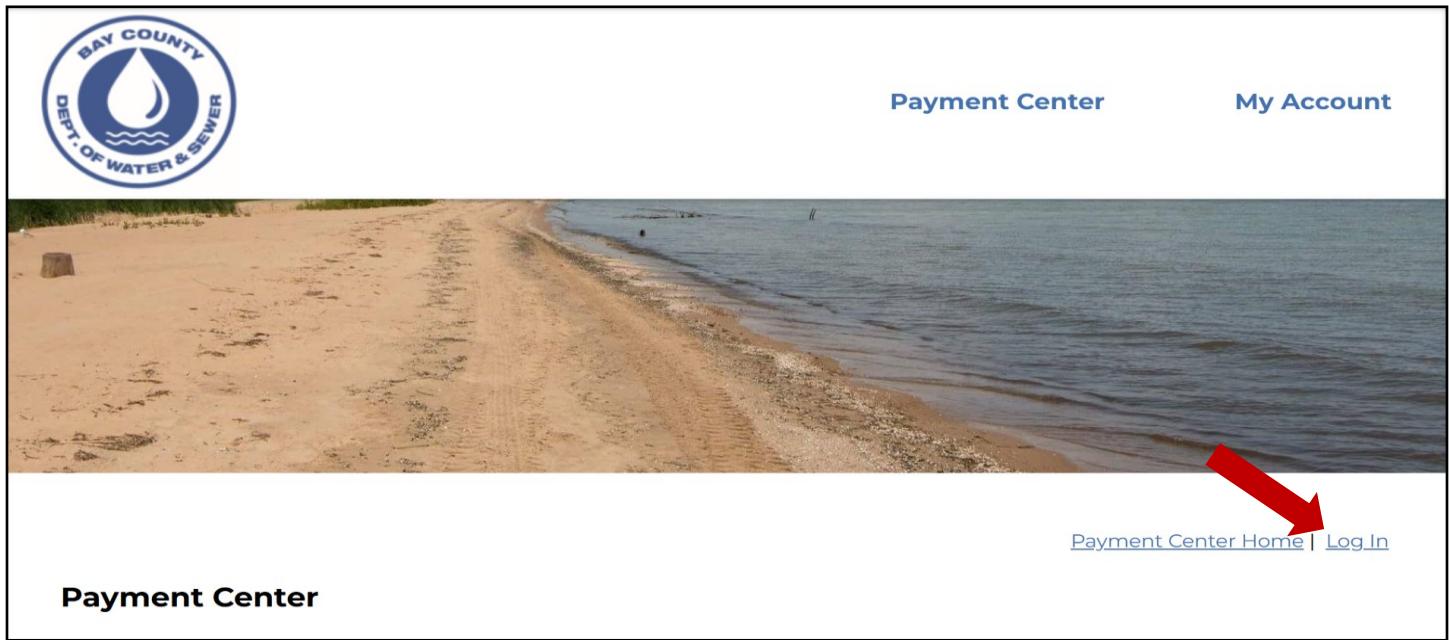
**Get started in a few easy steps!**

## STEP 1 - CREATE AN ACCOUNT

Navigate to the [Bay County DWS Payment Center](#) and Select **Log In** on the right-hand side of your screen.

Scroll to the bottom of the page and under **Not Registered Yet?** select **create one here.**

Complete the required fields and click **Create Account.**



The screenshot shows the Bay County DWS Payment Center website. At the top, there is a logo for "BAY COUNTY DEPT. OF WATER & SEWER" featuring a stylized water drop. To the right of the logo are two links: "Payment Center" and "My Account". Below the header is a photograph of a sandy beach meeting the ocean. In the bottom right corner of the image, a red arrow points down to a link labeled "Payment Center Home | Log In". At the very bottom left of the page, there is a link labeled "Payment Center".

## STEP 2 – ASSOCIATE YOUR BAY COUNTY DWS UTILITY ACCOUNT TO YOUR USER ACCOUNT

Under **Accounts**, click **add an account** and search for your Bay County DWS utility account number.

[Payment Center](#)[My Account](#)

## My Account

### Summary

[Summary](#) | [History](#) | [Manage Payment Methods](#) | [Profile](#) | [Security](#)

### Accounts

No Accounts have been registered to your user account. Please [add an account](#).

Your Bay County DWS utility **1. Account Number** and **2. Service Address Number** can be found in the right side of your bill.

**Note:** A search must be performed using the **Account Number** and **Service Address Number** in order to associate your Bay County DWS utility account to your user account.

**SAMPLE**

Bay County Department of Water and Sewer 3933 Patterson Road Bay City, MI 48706 <a href="#">baycodws.org</a> (989) 684-3883		1	Account Number <b>B1234-12345-01</b>	Amount Due \$132.78
Business Office Hours: M-F 7:30 a.m. - 4:00 p.m.		Due Date 10/25/2024	After Due Date Pay \$146.06	
		Billing Date 10/02/2024	Penalty Date 10/26/2024	
JANE PUBLIC 100 MAIN ST BAY CITY MI 48706-1708		Service From 06/07/2024	Service To 09/06/2024	
Main Previous Read 1080 Actual		Account Name <b>JANE PUBLIC</b>		
Main Current Read 1088 Actual		Account Service Address <b>2 100 MAIN ST</b>		
Previous Read		Previous Balance \$126.34	Payments (\$126.34)	
Current Read		Adjustments \$0.00	Penalties \$0.00	
		Past Due Amount \$0.00		
WATER				\$65.78
SEWER				\$67.00
TOTAL DUE				\$132.78

When your Bay County DWS utility account displays, select **Click here to save this account to your profile.**

## Account Information

Account Number: **B1234-12345-01**

Service Address: **100 MAIN ST**

Bill Amount: **\$126.34**

View This Bill:

**+** [Click here to save this account to your profile.](#)

## STEP 3 – MAKE A PAYMENT

Complete **Enter Amount You Intend to Pay** and follow the prompts to complete your payment.

[corebt.com](#)

## Make a Payment

Balance Owed: \$126.34



Enter Amount You Intend to Pay \*

126.34

Add to Cart

Checkout

## STEP 4 – ACTIVATE EBILLING

The screenshot shows the 'My Account' page. At the top, there is a logo for 'BAY COUNTY DEPT. OF WATER & SEWERAGE'. In the top right corner, there are links for 'Payment Center' and 'My Account'. A red arrow points to the 'My Account' link. Below the header, there is a photograph of a sandy beach. The main content area is titled 'My Account' and includes a 'Summary' section with links to 'History', 'Manage Payment Methods', 'Profile', and 'Security'. Below this is a 'Accounts' section with a table. The table has columns for 'Remove', 'Payment Type', 'Account Number', 'Customer Number', 'Payment', 'eBilling', and 'Paperless'. The 'eBilling' and 'Paperless' columns are highlighted with a red box. Under 'eBilling', there is a 'Subscribe' link, and under 'Paperless', it says 'n/a'. The 'Payment' column contains a 'Make Payment' link.

To activate the Paperless Billing option, you must first activate eBilling.

To activate eBilling, you must confirm your subscription by clicking **OK**.

**My Account** allows you to:

- View your associated accounts
- View your bills
- Make a payment
- Manage your payment methods
- Access your payment history
- Manage eBilling
- Manage Paperless Billing options

Upon completion of your payment, select **My Account** in the upper right-hand corner of your screen, then select **Subscribe** to activate eBilling.





# MAKE A PAYMENT

(Without Creating an Account)

**Prefer not to create an account?** No problem!

## STEP 1 – SEARCH FOR YOUR BAY COUNTY DWS UTILITY ACCOUNT

Navigate to the [Bay County DWS Payment Center](#), select **Utilities** then search for your Bay County DWS utility account.

### Payment Center

Browse Payments

Browse All | [By Type](#) | [By Department](#) | [By Topic](#) | [By Category](#) | [By Name](#)

**Payments 1-1 of 1**

**Utilities**

**Payments 1-1 of 1**

**Find Your Account and Make a Payment**

Required fields are marked with a **\***

**1 Account Number\***

(Please enter the Account Number exactly as it is found on your bill. See the sample below.)

**2 Service Address Number\***

(Please enter the Service Address Number exactly as it is found on your bill. See the sample below.)

**Find Account**

Bay County Department of Water and Sewer  
3933 Patterson Road  
Bay City, MI 48706  
[baycodws.org](#)  
(989) 684-3883

Business Office Hours: M-F 7:30 a.m. - 4:00 p.m.

JANE PUBLIC  
100 MAIN ST  
BAY CITY MI 48706-1708

Main  
Previous Read Current Read  
1080 Actual 1088 Actual

<b>1 Account Number</b> B1234-12345-01	<b>Amount Due</b> \$132.78
Due Date 10/25/2024	After Due Date Pay \$146.06
Billing Date 10/02/2024	Penalty Date 10/26/2024
Service From 06/07/2024	Service To 09/06/2024
<b>Account Name</b> JANE PUBLIC	
<b>Account Service Address</b> 2 100 MAIN ST	

Previous Balance \$126.34  
Payments (\$126.34)  
Adjustments \$0.00  
Penalties \$0.00  
Past Due Amount \$0.00

WATER	\$65.78
SEWER	\$67.00
Current Bill	\$132.78

Your Bay County DWS utility **1. Account Number** and **2. Service Address Number** can be found in the right side of your bill.

**Note:** A search must be performed using the **Account Number** and **Service Address Number** in order to associate your Bay County DWS utility account to your user account.

## STEP 2 – MAKE A PAYMENT

Complete **Enter Amount You Intend to Pay** and follow the prompts to complete your payment.

**Make a Payment**

**Balance Owed:** \$126.34

**Enter Amount You Intend to Pay \***

126.34

**Add to Cart** **Checkout**



Have questions or need help?  
Reach out to us at (989) 684-3883 .



corebt.com