

# How to Register Your Account Online

- Go to [www.msud.net](http://www.msud.net)
- Select **Online**
- Select **Register Now**
- Enter your account number, including the decimal points; ex. 000.0000.0
- **Search Invoices.** Verify you have retrieved the correct account.
- Select **Check Box**
- Select **Register Selected Invoices**
- Enter your **Email Address** and create a **Password** for your account
- Enter the **Secure Code** that is unique to this page.
- At this point, you have an option to sign up for paperless billing. **If you do NOT wish to sign up for paperless billing, you must UNCHECK the box.**
- **Complete Registration**

You have successfully registered your account online! You will receive an email confirming your registration.

Using our new system, you can customize and manage your water account as well as view your bills/invoices online. Just some of the new options:

- Sign up for AutoPay
- Sign up for Paperless billing – Note: You will receive an email prompting you to confirm the selection of paperless billing
- Sign up for Pay By Text
- Schedule a future payment or set up a reminder for a payment

Your online account history will only reflect bills or payments made since the date of the transition to the new online payment system, May 1, 2018.

Please note: Credit Card Transactions are capped at \$150 per transaction to keep the processing fee low. If you need to pay more than \$150 – multiple transactions are needed. Each transaction will incur a separate Processing Fee of \$1.95.

Pay any amount using Electronic Funds Transfer (EFT) Check – Processing Fee is \$1.95.

**If you need further assistance, please call our office at 615-868-3201.**