



CALAVERAS COUNTY WATER DISTRICT

120 Toma Court • PO Box 608 • San Andreas, CA 95249 • Main line (209) 754-3543 • www.ccwd.org

Instructions to Sign Up for CCWD Online Accounts and AutoPay

1. Creating a CCWD Account Online

- Go to www.ccwd.org
- Click on the “Pay My Bill” button
- Click on the “Register Now”
- Enter your email address, create a password and complete the form
- Click “Enroll”
- Click “Log-in to Customer Portal”

2. Adding Your Account Number

- Once you are signed into the Customer Portal, click “Add Account”
- Enter your utility account number, which can be found at the top, right portion of your utility bill (For example: 012345-000)
- Click the “I agree to the Terms & Conditions” box
- Click “Add Account”
- You can add as many accounts as you like by following the same process for each account, and they can be easily removed

3. Signing Up For AutoPay

- When signed into your account, click on the “AutoPay” tab
- Click on “Add Schedule”
- Select the account number you wish to enroll and click “Continue”
- Click “Add New” and add credit, debit or check routing information
- Click “Continue”
- Select “Frequency” (we recommend selection “On the Due Date” and whether you would like to be notified in advance of payments processing)
- Click “Confirm Schedule”
- You’re all set!

Please note: Payments will be posted to your account within two business days

Customers with questions may contact the Customer Service Department at (209) 754-3543 or customerservice@ccwd.org