# Creating an Online Profile

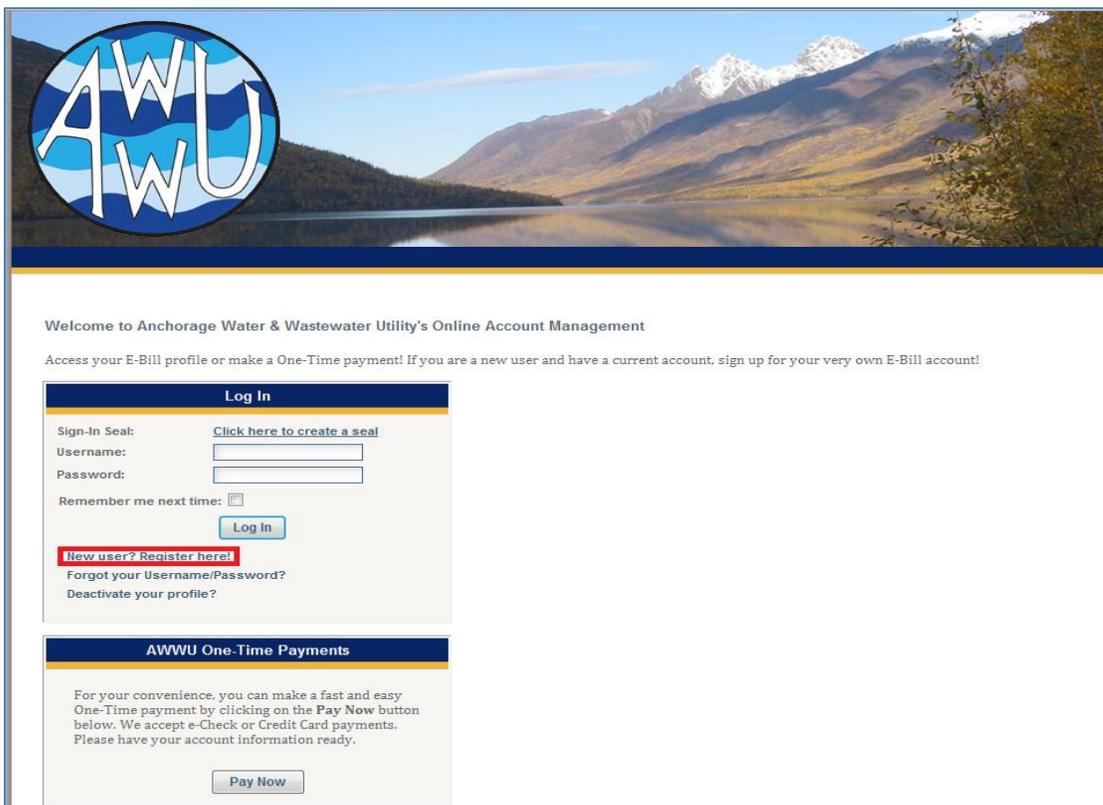Create your secure account to:

- View Bill Statements Electronically
- Access Your Payment History
- Set Up Autopay
- Go Paperless and Receive Your Bills by Email

Steps to create an Online Profile:

- Access our secure website, www.awwu.biz, and click on **Pay/Login**.



- Select **New user? Register here!** hyperlink that is under the **Log In** button.

**Enrollment** screen will appear. This page requires you to input *Personal Information, Profile Information*, create *three (3) Secure Questions*, enter *Account Information*, *Notifications & Reminders,* and *Other Settings*.

❖ Please note, *password* must be at least 8 characters long, but no more than 30. It must also include *one capital letter*, *one lower case letter*, *one number* and *one of the following special characters:* **@#%^_+=**

Password example 1: Changeme1+
Password example 2: Utility#7



- Account Information requires 12-digits account number (123456-789111) and service address 5-digits *Zip Code* (12345).

- Fill out *Notifications & Reminders* and *Other Settings*.

**Account Information**

Please enter the Account Number and Property Zip Code of the AWWU account you would like to pay.

Account Number: [_____] * (123456-123456)

Property Zip Code: [_____] *

**Notifications & Reminders**

| | Email |
|---|---|
| When a new document arrives, notify me via | ☐ |
| When online payments are made, notify me via | ☐ |
| When online payments are cancelled, notify me via | ☐ |
| When online payments are rejected, notify me via | ☐ |
| When auto payments are scheduled, notify me via | ☐ |
| When auto payments are aborted, notify me via | ☐ |
| When auto payments are approved, notify me via | ☐ |
| When auto payment profile expires, notify me via | ☐ |
| Remind me 01 ▼ day(s) before my bill is due, via | ☐ |

**Other Settings**

☐ Do not mail me printed invoices

☐ Yes, please send me periodic AWWU Survey Questions

- Validate profile information entered in *Validation* section and agree to *Terms and Conditions*.
- Click Submit.



**Validation**

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

**Terms and Conditions**

☐ I agree to the Terms of Use.

Submit | Cancel

Clearly

By following these steps, you will be enrolled in an online user profile. This will provide you with easy access to your bill history, payment history, and ease of maintaining the automated payment option.