

Creating an Online Profile

Create your secure account to:

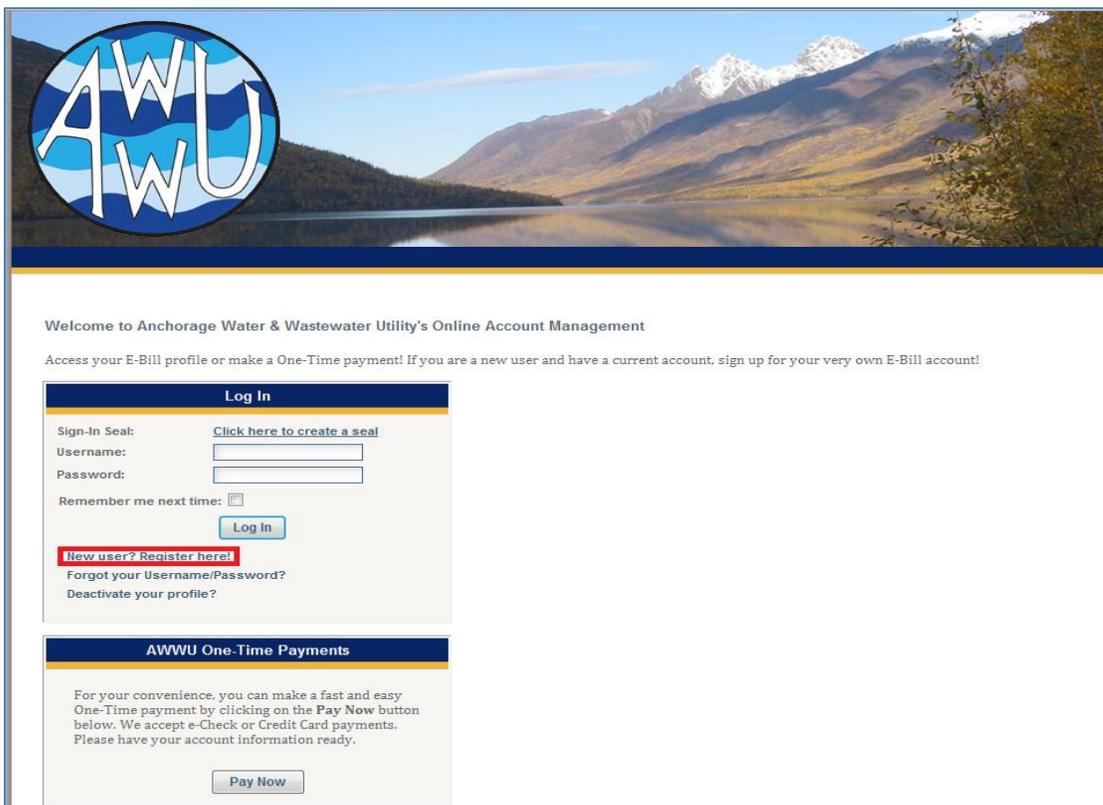
- View Bill Statements Electronically
- Access Your Payment History
- Set Up Autopay
- Go Paperless and Receive Your Bills by Email

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

The screenshot shows the 'Enrollment' page with the following sections highlighted in red:

- Personal Information:** Fields for First Name, Middle Initial, Last Name, Phone Number, Fax, and Email.
- Profile Information:** Fields for Username, Password, and Confirm Password. To the right, 'New Password requirements' are listed: At least 1 lower-case, At least 1 upper-case letter, At least 1 number, At least 1 of the following (@#%^_+=), At least 8 characters long, and At most 30 characters long.
- Secure Questions:** Three sets of 'Secret Question' dropdown menus and 'Answer' text boxes. Each answer box has a note: 'Answer must be 4 or more characters and is not case sensitive'.

- 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	<input type="checkbox"/>
When online payments are made, notify me via	<input type="checkbox"/>
When online payments are cancelled, notify me via	<input type="checkbox"/>
When online payments are rejected, notify me via	<input type="checkbox"/>
When auto payments are scheduled, notify me via	<input type="checkbox"/>
When auto payments are aborted, notify me via	<input type="checkbox"/>
When auto payments are approved, notify me via	<input type="checkbox"/>
When auto payment profile expires, notify me via	<input type="checkbox"/>
Remind me <input type="text" value="01"/> day(s) before my bill is due, via	<input type="checkbox"/>

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.

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.