Steps to update Auto Pay (credit card):

• Access your online account at our secure website, www.awwu.biz, by clicking on **Pay/Login**.



• Enter your unique Username and Password



• To update credit card number or change credit card expiration date, hover over *Payments* tab



• Click *View Payment Accounts*

Home	Bills	Payments	Profile	Contact Us	Help	Logout	
		View Payment History		in		A.	
Welcome to A	ccount Summar	View Payment Accounts					
Description		Auto Payments					
Welcome to Anchor the most recent inv	rage Water and Wastev oice and account balar	vater Utility's online account m nce as of the previous business	aanagement! Here y : day.	ou can view and pay your la	itest E-Bill and track y	vour payments. Below yo	ou will find

• Click *Edit*

Note: do not click Delete as this would break connection with Auto Pay

Bank Acco	ounts						
	Nickname	Bank Acco	ount Number	Routing Num	iber	Туре	Action
			No Bank Account	s Found.			
							Add Bank Account
Credit Car	de						
Crean can	Nickname		Card Number	Тира	Evpirat	tion	Action
	Nickilallie		Card Nulliber	туре	Скрпа	uon	21100
V	DECEMBER-20	22		Visa			Edit Delete
							Add Credit Card

- *Edit Credit Card* screen will appear. Update *Credit Card Number* field or/and *Expiration Date* by typing the information over the existing data
- Enter *Description*. Example- "Update Credit Card information" or " New Credit Card number".
- Click Submit

Credit Card Account Information	
Account Nickname:	DECEMBER-2022
First Name:	Test
Last Name:	Test
Credit Card Number:	**************************************
Card Type:	Visa
Expiration Date:	12 v / 24 v /(mm/yy)
Zip/Postal Code:	99503
Description (max 80 chars)	Update Credit Card information
Supported Credit Cards	VISA Mastercard
	Submit Cancel

Changes made to the payment method will not be applied to a scheduled payment. You may cancel a payment if it is in *Scheduled* status, therefore, it has not been processed.

- Hover over *Payments* tab
- Click View Payment History
- Click *Cancel* if you would like to cancel a payment.

Home	98s	Payments	Profile	Contact Us	Help	Logout
Home > Payments Payment Histo	ory	View Payment History View Payment Accounts View Auto Payments				
Description Payments made thr use provided filters have not been proc	rough E-Bill for every s to narrow down you essed by using the act	account in your profile are d r search and sort the order of ion buttons in the right colum	isplayed in the order of Payments. You can also nn.	payment date with the mo o view details of each pay	ost recent payment dis ment as well as edit o	splayed first. You can r cancel payments that
Payment History Account ALL	Source ALL	Status ALL •	Search Reset	Export to Excel	:	Auto Payments Payment Accounts Status & Source Help
- Account	Confirm C	ode Payment Amou 170.00	int Payment Da 03/18/201	ite / Source	Status SCHEDULED	Action Edm Details Cancel

If you would like to make a one-time payment using new/updated payment method:

- Hover over *Home* tab and click on the *View Home Page*.
- Click *View/Pay Bill* and follow prompts to submit a payment.

Home Bills	Payments	Profile	Contact Us	Help	Logout
View Home Page					
/iew Messages	У				
Description					
Welcome to Anchorage Water and Waster you will find the most recent invoice and	water Utility's online accour account balance as of the pr	nt managementi Here you c revious business day.	an view and pay you	ir latest E-Bill and track	your payments. Below
Recent Messages					
Recent Messages					
Recent Messages No messages found.					
Recent Messages No messages found. Recent Bills Account Number	Due Date	Bill Amount	A	count Balance	Action
Recent Messages No messages found. Recent Bills Account Number	Due Date 02/18/2015	Bill Amount 232.00	A	count Balance 170.00	Action (Vew / Pay Bil)
Recent Messages No messages found Recent Bills Account Number	Due Date 02/18/2015	Bill Amount 232.00	A	count Balance 170.00 Click here to view	Action Vew / Pay Bill
Recent Messages No messages found Recent Bills Account Number Recent Delinquent Bills	Due Date 02/18/2015	Bill Amount 232.00	Âr	count Balance 170.00 Click here to view	Action (Vew / Pay Bil) your notice
Recent Messages No messages found. Recent Bills Account Number Recent Delinguent Bills Account Rumber	Due Date 02/18/2015	Bill Amount 232.00 Due Date	Ē	count Balance 170.00 Click here to view ill Amount	Action Year / Pay Bill Action