## Signing up for the Fayette Water Company Customer Portal

By signing up for the <u>Fayette Water Company</u> *Customer Portal* you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment, and usage history.

1	Go to the following website:	https://fayettewater.authoritypay.com
		Not registered?
		Get started paying your bill today. All you need is your account number and CID from your bill.
2	Click on <b>Register</b>	Register
3	Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.	First Name   Account Number   CID   Email Address   Confirm Email Address   Password
	Click Create Account —	Create Account

A Registration Confirmation window will appear. No action is needed on this window. The Verification Email will only be active for <u>4 Hours</u> and will require you to verify your email within that 4 hour time window.

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You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

You will also receive an email confirmation. You must <u>click on the link</u> provided in this email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

https://fayettewater.authoritypay.com/user/verify-registration?token

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After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green <u>'Click to Verify</u>' button to complete verification.



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You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select **Login** to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

Existing Customers			
Email Address			
johndoe@example.com			
Password			
•••••			
Forgot Password?			
Not Registered?			
Login			

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