

How To Set Up My On Line Account

You will need:

- Your account number in the 10 digit format complete with the dashes which you will find on your bill on the top right hand corner and also towards the bottom of your bill (**Example:** Account: 009-099000-01)
- The last amount you paid on your account. You can call the office to find out the amount you paid if you are unsure. Just make sure when you call in you let us know that you are setting up your online account so they get the correct information for you.

Now you are ready to set up your account!

1. Go to **WWW.SIRWA.ORG**
2. Click on: <https://www.municipalonlinepayments.com/sirwaia>
3. You will see this on the next screen:

Welcome to our online payments website!

The following services are available:

Utility Billing

Please click the above link to set up your account or make a payment

4. Now click on the **UTILITY BILLING** link
5. Next click on **Member Registration**
6. Enter your *email address*, your *name*, and create a *password* and click on the **CREATE MEMBER** button.
7. You will be sent an email to verify your account so open up your email & follow the directions in the email.
8. By following the directions, you will be prompted to click on a link that will direct you back to the login screen.
9. Now Re-Enter your email address and password just as you did before. Click on **LOGIN**
10. Now you must set up your account. On the right hand side of your screen under **Account Services** there is a link called **Utility Billing**. Click on the **Utility Billing**

11. Then you enter your **account number** and **last dollar amount paid** and then click on **Add Account**.

You have now set up your account!

From here you can pay your bill, check your payment history, see your usage history, set your account up for auto pay and paperless billing, AND pay your account online at your convenience for FREE!

Let us know if you have any questions regarding the online accessing by call between 8 am – 4:00 pm Monday through Friday at (641) 782-5744