



HOW TO UPDATE
YOUR CREDIT CARD
INFORMATION ON YOUR

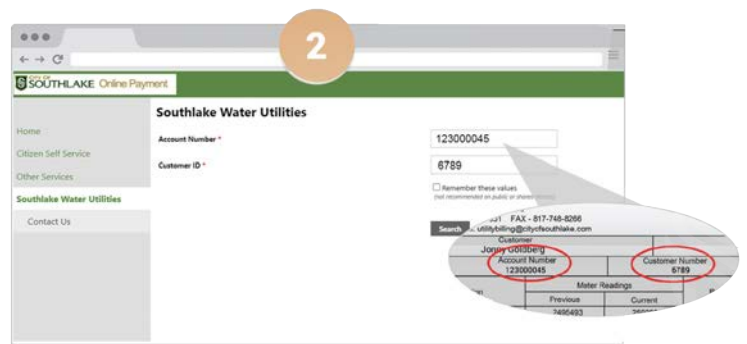
WATER BILL

How to update your credit card information on your *Water Bill*

Follow these simple steps below to update your credit card information online.



Visit southlakewaterutilities.com and click on "Pay or View your Water Bill".

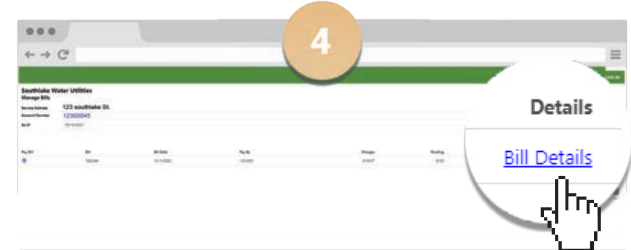


Enter in your account number and your customer ID in the proper fields and click search.

Your Account and Customer Numbers are on your utility bill.

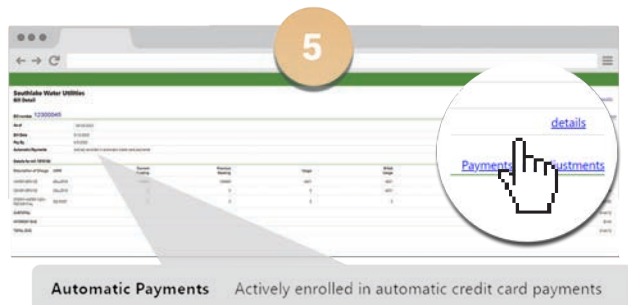


From the Southlake Water Utilities search results screen, click on "Manage Bills" on the right.

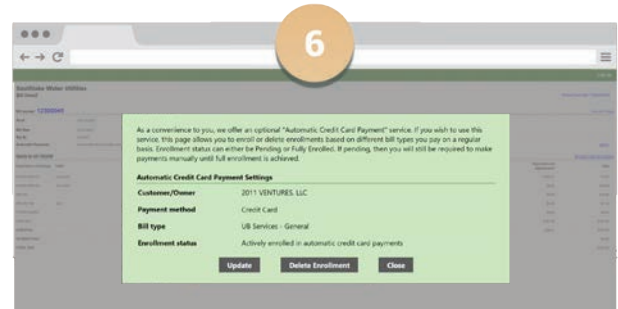


From the Manage Bills screen, click on "Bill Details" on the right.

If a bill does not populate, you will have to click on show past bills and then click on bill details.



From the Bill Detail Screen you will see that you are actively enrolled in automatic credit card payments in the Automatic Payments field. Click on "Details" on the right.



Update card information or delete enrollment.



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