



March 30, 2026

Our online billing portal is getting a **new look** with **new features** beginning on **June 22nd!**

Below is helpful information about **ONLINE ACCESS**, **PAPERLESS BILLING**, & **AUTOPAY**.

If you do not currently use these features, and do not wish to sign up for them, please disregard this letter.



If you were enrolled in AUTOPAY for June's bill, YOU MUST SIGN UP ELECTRONICALLY TO RESTART AUTOPAY BEGINNING WITH YOUR JULY PAYMENT. If you do not sign up electronically for **AUTOPAY** in our new system by July 14th at 11:00 PM, prevailing time, **you will need to manually make a payment for July** by mail, in person or using the drop box at 107 E. Market St., or make a one-time payment online at <https://clearfield.authoritypay.com>

ONLINE ACCESS

If you already have ONLINE ACCESS, your log in information WILL NOT CHANGE. Use the same username and password. Skip to **PAPERLESS BILLING**.

If you are the **CUSTOMER** and NOT already registered for **ONLINE ACCESS**:

Go to <https://clearfieldwatersewer.com>, and click on the "BILL PAY" icon on the home screen. Then, click on "Create a new account". You will need your **ACCOUNT NUMBER & CID**, found on your paper bill. Enter your email address and create a new password, then click "CREATE ACCOUNT". You must click the link in the confirmation email that you will receive to verify your account. Once verified, you can sign in.

PAPERLESS BILLING

If you do not want to sign up for PAPERLESS BILLING, or you're already signed up for PAPERLESS BILLING, you do not need to sign up again. Skip to **AUTOPAY**.

Once you have registered for **ONLINE ACCESS** and you log in, you can sign up for **PAPERLESS BILLING**! You will get an email with your bill attached as soon as they are processed.

- Log in to your account and look for **Not enrolled in paperless billing** and click the word **Change**.
- Toggle the switch under "eBills Enabled" to **YES** for each account you'd like to enroll in **PAPERLESS BILLING**.
- Read the Terms and Conditions and click "I Agree" to enroll.

AUTOPAY

If you do not want to sign up for AUTOPAY, you do not need to do anything further.

You must sign up for **ONLINE ACCESS** to enroll in **AUTOPAY**. See directions under **ONLINE ACCESS**.

- **Adding a Payment Method:** Go to the upper-right corner and click **Payment Methods** in the drop-down menu. You can add a credit/debit card (**WITH processing fee**) or checking account (no fee) info for **AUTOPAY**.
- Once your payment method is saved, again go to the upper-right corner and this time click **Account List**, then in the blue ribbon above your name, select the three vertical dots. Then choose **Manage AutoPay** and then follow the directions to complete your enrollment.
- **AUTOPAY PAYMENTS WILL BE DRAFTED ON THE DUE DATE OF EACH MONTH, BEGINNING IN JULY.**