

BILL PAYMENT OPTIONS

AutoPay with ACH (recurring)

Set up ACH/Bank Draft AutoPay through your customer account dashboard (no processing fee):

1. Log into your customer account dashboard
2. Under “Help” on the right-hand side of the dashboard select “I want to set up AutoPay.”
3. Choose “Link Account” near the bottom of the page that appears.
4. Follow the instructions provided by Plaid to verify the bank account that will be used.
5. Reselect the “Set AutoPay” page and link your bank account to the customer account dashboard.

AutoPay with Credit Card or Debit Card (recurring)

Set up credit or debit card AutoPay or QuickPay through your customer account dashboard (processing fee of 3% or \$2.25 minimum per transaction):

1. Log into your customer account dashboard
2. Under “Help” on the right-hand side of the dashboard select “I want to set up AutoPay.”
3. Enter card details and on the “Set AutoPay” page that appears.
4. Confirm check mark is displayed near the bottom of the page with “Use for recurring payments (AutoPay).”
5. When adding a new credit card or debit card you will need to edit your AutoPay options *after* entering your card information and “Confirming/Authorizing” your utility to initiate reoccurring payment.

Bill Pay with Bank

Set up bill pay with your bank. Make your check payable to “Quigley Recycled Water Company” and include your account number in the memo section. Please send check to Quigley Recycled Water Company, PO Box 94154, Seattle, WA 94154

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Questions?

Should you have any payment questions or need support, please contact our customer service team by email at customerservice@puttman.com or by phone at (971) 703–4242.