DINWIDDIE COUNTY WATER AUTHORITY
23008 AIRPARK DRIVE
NORTH DINWIDDIE, VA 23803-6926

On Line Bill Pay Instructions:

1. Click on the link from the Authority's website, www.dcwa.org , under "How to do", then "Accounting Questions", then "1. What methods are available to pay my bill?", then "5. On line bill payment …" or go to
https://www.logicsolbp.com/dcw/login.aspx.

2. Click on the "Register Here" link.

3. Input your **First Name, Last Name,** and **Email Address,** then click **"Save"**.

4. An email will be immediately sent to you with a temporary password.

5. Click **"Return Login Page".**

6. Input your **User Name** and **Temporary Password.** NOTE: Your User name will be your email address.

7. Once you are logged into Online Bill Payment, you will be prompted to change your password. Follow the on-screen instructions to establish a new password.

8. Now you will be required to link to your account(s). Click on **"Link Another Account"**. You are required to link your account the first time you sign in. Thereafter the link will already be established. Customers with multiple accounts may link to more than one account with a single User Name.

9. To link your account, you will need to have your bill. From the bill you will need to get the account number and tenant number. On the top left corner of your bill is your CUSTOMER NUMBER. A typical customer number would be in the following format: 6100500.00 94. The account number is the number to the left of the decimal. In this case, the account number would be "6100500". The tenant number is the two digit number after the two zeros to the right of the decimal. In this case, the tenant number would be "94".

10. Next you enter your "PIN" number. Your PIN number is the last four digits of your social security number. NOTE: In order to use the On Line Bill Pay system you must have your social security number on file. If you do not have your social security number on file, please contact the office at (804) 861-0998.

11. Next enter your "Alias". An alias is simply a name that you choose for your account that you can easily recognize rather than using an account number. Customers with multiple bills may want to use an address as the alias.

12. After you have entered your account number, tenant number, PIN, and Alias, click **"Cancel"** to go to your account.