

NEWS FROM THE CLARKE COUNTY SANITARY AUTHORITY

Clarke County Sanitary Authority Customers can now go on-line to:

- Check your account balance
- Review payment status
- Change your billing delivery status (mail, email, or both)
- Change your mailing address
- Check your usage records for the past five billing cycles
- View past billing cycles
- Print a copy of your bill

INTERESTED? CHECK OUT THE STEPS BELOW

1. Go online and visit: <https://clarkeva.munisservice.com/>
2. Click on "Citizen Self Service" on the right side of the page.
3. Click on "Register."
4. Complete the form by submitting a username, password, password hint, and email address. You will also need to key in the validation code that is shown at the bottom of the screen. Then, click on the "save" button.
5. On the next screen, click on "Clarke County Sanitary Authority Billing" on the right side of the page.
6. Now you will need to link to your Utility Billing account. Click on the blue text that reads "Link to Account."
7. Type in the Account Number and Customer Number. *This information is shown on your paper bill. The account number and customer number are shown on the top portion of the bill and on the bottom portion of the bill.* After filling in the numbers, click on "Submit."
8. You can now see a summary of your account.

Although not available now, the Clarke County Sanitary Authority hopes to provide an on-line payment option and an option to sign up for automatic bill payment with your bank in the near future.