

Registering for Online Access to View and Pay Account:

1. Go to the San Dieguito Water District website at www.sdwd.org.
2. On the San Dieguito Water District (SDWD) webpage, click 

Government * Departments * San Dieguito Water District

San Dieguito Water District

New Water Rates and Charges Effective May 1, 2019

On April 17, 2019, the San Dieguito Water District Board of Directors approved adjustments to water rates and service charges. A 6.5% increase to the District's potable water rates, meter service charges, and fire meter service charges became effective on May 1, 2019. The new water rates and charges can be found [here](#).

A Water Rate Study detailing the new rates and charges can be found [here](#).



3. To register for an online account, have a recent water bill available, then click [here](#)

 **CUSTOMER SELF SERVICE**

Customer Self Service

Welcome to San Dieguito Water District Utility Billing Self Service. Please click [here](#) to log in via Tyler Identity to access your water bill.

4. When you arrive at the tyler identity screen, click [Register for a new account](#)


a total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Email

Password

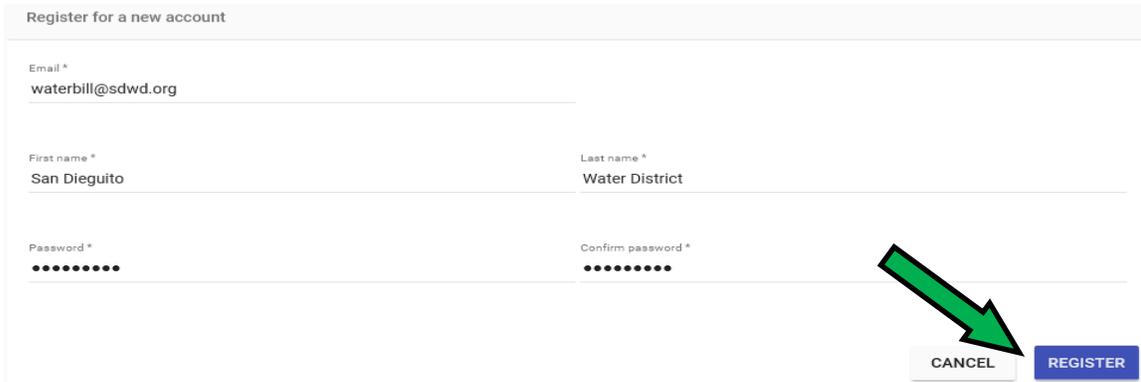
Remember me

[Register for a new account](#)

[Forgot password?](#)

5. Enter your information onto the webpage as shown below, then click

REGISTER



Register for a new account

Email *
waterbill@sdwd.org

First name *
San Dieguito

Last name *
Water District

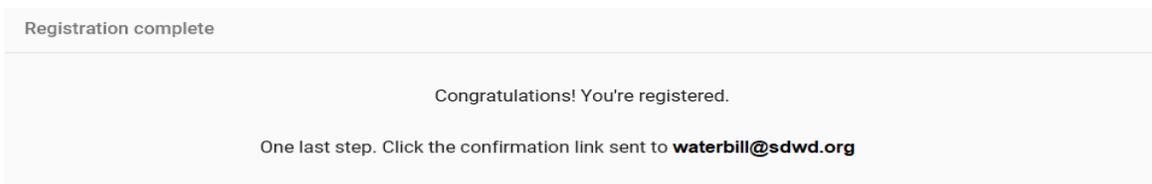
Password *
●●●●●●

Confirm password *
●●●●●●

CANCEL **REGISTER**

A green arrow points to the REGISTER button.

6. When you receive the following message, check your email to complete your registration.



Registration complete

Congratulations! You're registered.

One last step. Click the confirmation link sent to **waterbill@sdwd.org**

7. Click the link in your email to confirm your email address.

[San Dieguito Water District] Account Created



noreply@encinitasca.gov
To Water Bill at SDWD

Retention Policy Encinitas-Inbox 2 Years (2 years)

You created an account with San Dieguito Water District.

Username: waterbill@sdwd.org

Please click here to confirm your email address:

<https://selfserve.encinitasca.gov/prod/tyleridcore/userprovisioning/#/email/emailconfirm/4UofnTq3nR831En0xyLSA>

Thanks!

San Dieguito Water District Administrator



8. Enter your password and click

CONFIRM EMAIL



Email Confirmation

Enter your password *
●●●●●●

CONFIRM EMAIL

A green arrow points to the CONFIRM EMAIL button.

9. Click [here](#) to sign in.

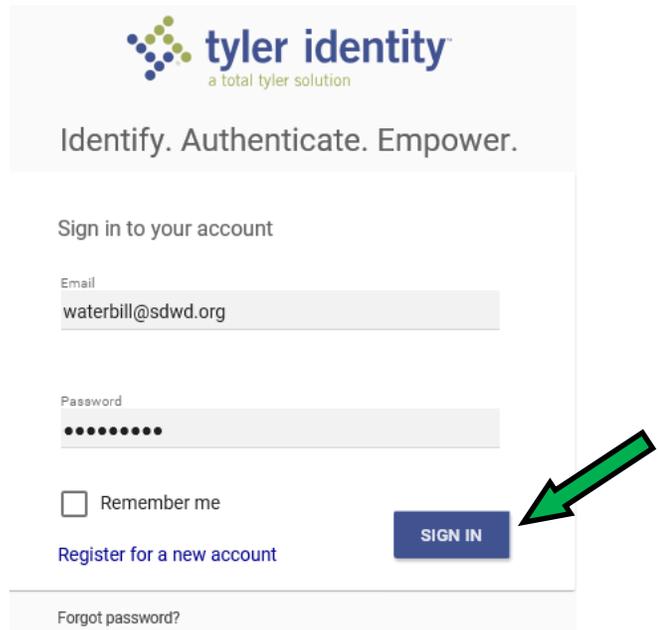


Email Confirmation

Thank you for confirming your email. Click [here](#) to sign in.

A green arrow points to the 'here' link.

10. Enter your Email Address and Password and click **SIGN IN**



The image shows the Tyler Identity login page. At the top is the Tyler Identity logo with the tagline "a total tyler solution" and the slogan "Identify. Authenticate. Empower." Below this is a "Sign in to your account" section. It contains an "Email" input field with "waterbill@sdwd.org" entered, a "Password" input field with masked characters, and a "Remember me" checkbox. A blue "SIGN IN" button is located to the right of the password field, with a green arrow pointing to it. Below the sign-in fields are links for "Register for a new account" and "Forgot password?".

11. On the Account Settings Page, click [link to account](#) to link your water account.

Account Settings



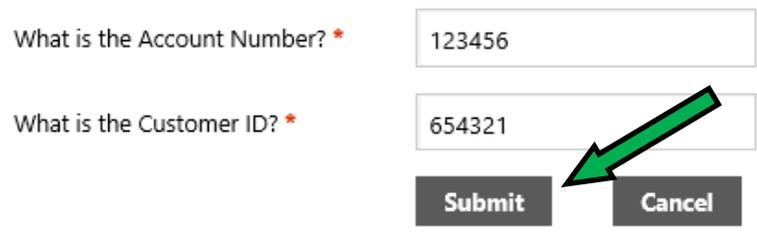
The image shows the "Account Settings" page. It has a table for "Account Information" with fields for "Now logged in as" (WATERBILL@SDWD.ORG), "Last successful login" (10/17/2019), and "E-Mail address" (waterbill@sdwd.org | [Change E-Mail Address](#)). Below this is a "Linked Accounts" section with a note: "Existing accounts can be 'linked' to your self-service user id. These links give you quick access to account details. Click a module's 'link to account' to reach the page where new account links can be created, and where additional instructions are provided." Underneath is a "Utility Billing Accounts" section with a table header "Account" and "Customer". The table is currently empty, with a note "There are currently no linked accounts" and a link "Go To Module Homepage". A green arrow points to the "link to account" link in the "Linked Accounts" section.

12. Enter your Account Number and Customer ID. Using the 12-digit account number on your bill, please enter the first 6 digits as your Account Number and the final 6 digits as your Customer ID.

Click **Submit**

Utility Billing Account Link Setup

Using the 12 digit account number on your bill, please enter the first 6 digits in the Account Number field and the final 6 digits in the Customer ID field.



The image shows the "Utility Billing Account Link Setup" form. It has two input fields: "What is the Account Number? *" with the value "123456" and "What is the Customer ID? *" with the value "654321". Below the fields are "Submit" and "Cancel" buttons. A green arrow points to the "Submit" button.

* indicates required field

13. On the Account Settings Page, click the blue account number to see your account summary.

Account Settings

Account Information

Now logged in as	WATERBILL@SDWD.ORG
Last successful login	10/17/2019
E-Mail address	waterbill@sdwd.org Change E-Mail Address

Linked Accounts

Existing accounts can be "linked" to your self-service user id. These links give you quick access to account details. Click a module's "link to account" to reach the page where new account links can be created, and where additional instructions are provided.

Utility Billing Accounts

[link to account](#)

Account	Customer	
123456	654321	remove

14. You can now view your account information, make a one-time payment, sign up for automatic payments, request a change of address, change your bill delivery preferences, and manage your bills.

Utility Billing

Account Summary

[Link to Account](#) | [Sign up for Automatic Payments](#) | [Request Change of Address](#) | [Service Requests](#) | [Bill Delivery Preferences](#) | [Manage Bills](#)

Billing Account

Service Address	160 CALLE MAGDALENA
Account Number	123456
Bill Delivery Preference	Mail

Your Current Balance

Amount Due Now	\$186.87	Pay Now
Payment Due Date	11/20/2018	

About Your Payments

No payment activity found

Customer Information

Name	SAN DIEGUITO WATER DISTRICT
Address	160 CALLE MAGDALENA ENCINITAS, CA 92024-3721
Customer ID	654321
	Request Change of Address

Services

Service	Code	Start Date	Stop Date	Status	Consumption History
SDCWA ACCESS CHARGE	10000	6/16/1997	12/31/9999	ACTIVE	None
WATER METER SERVICE CHARGE	14000	6/16/1997	12/31/9999	ACTIVE	None
WATER METER USAGE PUB	15008	6/16/1997	12/31/9999	ACTIVE	View Consumption