



ONLINE LOGIN AND EBILL SET UP

1. Go online to www.topswater.com
2. Click the red "Customer Portal" tab at the top of the page.
3. If you have already created a username and password, please skip to step 4. If not, please follow these steps for creating your online account:
 - a) Click the blue "Sign up now" link
 - b) Enter your security code that can be found at the top right corner of your bill. If you are having problems finding your security code or do not have a copy of your bill available, our office number is 281-807-9500.
 - c) Enter an Email Address of your choice and click the green "Send Verification Email" button.
 - d) Once you have completed these steps, check your Email for the verification link.
 - e) Click the verification link provided in your Email, this will take you to a new screen where you can enter in your Email and a password to finish creating your account.
4. Enter your username and password for your online account.
5. Once signed in, you should be on the Home page, on the right-hand side at the top click the "My Account" tab.
6. On the left-hand side you will see "Bill Delivery" click on "eBill" this will take you to your eBill Settings.
7. On the right-hand side there is a button that says "OFF" this button controls your ability to enable eBill sign up.
8. Click the "OFF" button and from there click the circle of what you would like to receive, either "eBill only" or "eBill and Paper Bill" then click the green "Update" button. We would like to encourage you to update your settings to "eBill only" as this will allow you to receive your bill directly through email as well as save on paper.
9. Then your screen should change with a green sign at the top saying "eBill settings have been saved successfully. A notification has been sent to your email address confirming this change."