



Roanoke Rapids Sanitary District Online Bill Pay

Getting Started

www.rrsd.org

View or Pay your Water Bill Online



1. Visit the District's web page at: <https://www.rrsd.org/>
2. Click on the "[Register](#)" link.
3. Input your **First & Last Name, Phone Number, and Email Address**, then click "[Register](#)"
4. An email will be immediately sent to you with a **Temporary Password**.
5. Click "[Return Login Page](#)"
6. Input your **Email Address** as your **User Name** and the **Temporary Password** you received.
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. Enter in your information listed on your bill, then hit "[Submit](#)". (See example below.) You are only required to link your account at this time. (Customers with multiple accounts may link to more than one account with a single username.)



Link Bill

Please enter the information below to link your utility account to your online profile.

Account Number

Tenant Number

Alias

BILLING STATEMENT

ACCOUNT NUMBER	TENANT NUMBER	CYCLE NUMBER
123456789.00	98	15
SERVICE ADDRESS		
123 Main Street		
BILL DATE	DUE DATE	TOTAL DUE
01/20/2019	02/04/2019	\$23.25

9. Enter an Alias for your account. (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 will use alias names to differentiate among accounts. The recommended alias is your address. Another example might be: 1000 Jackson St. Irrigation)
10. After Linking your account you will be prompted to verify that your information is correct. If so, click 'Yes.' You are only required to link to your account the first time you sign in. (Customers with multiple accounts may link to more than one account with a single user name.)
11. Success! The next screen will show your bill summary. You are now registered to view your account online.

View and Pay your bill with just a few clicks!