

Signing up for the Customer Portal

By signing up for the **City of Wauseon Customer Portal** you will be able to view, print, and pay your bills online. You will also be able to view payment and usage history as well as sign up to receive your bills electronically!

Steps to sign up for the Customer Portal:

1 Go to the following website: <https://wauseoncity.authoritypay.com>

myCity of Wauseon Account Water Quality Reports

Online Account Management made easy!

- View and Print your Bill
- Pay your Bill
- View your History and Usage

New to myCity of Wauseon Online?

[Set Up Online Access](#)

[Pay by Credit Card without setting up an Account](#)

2 Click on **Set Up Online Access**

3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.

Self Registration

Account Number

CID

Email Address

Confirm Email Address

Password

Confirm Password

Sample CID and Account numbers found on bills

CID: 18499

Account Number 6168-0 0

Enter CID as 18499

Enter Account Number as 6168-0

Enter Account Number as 6168-0

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VIVANT SECURED

4 Click **Create Account**

A Registration Confirmation window will appear. No action is needed on this window.

here.'"/>

Registration Confirmation

If the information you provided was accurate, an email has been sent to the email address you provided. This is for you to verify your account with us. Please check your email. Don't forget to check your Junk mail. Once you verify your account you will be able to sign in [here](#).

5 You will also receive an email confirmation. You must click on the link provided in this email to complete your enrollment. <https://wauseoncity.authoritypay.com/index.php/verify/c8897dsfdd90810>

Congratulations! You've successfully registered your account online and are now 1 click away from being able to pay your bill and review your monthly usage from your home computer.

Please verify your account and this email by following the link below.

<https://wauseoncity.authoritypay.com/index.php/verify/c8897dsfdd90810>

6 You can then click on the link to take you to the Portal Log In Page [Click Here to go to the Login Page](#)

Your request and account has been verified. Please sign in with your credentials to access your account. Thank you.

[Click Here to go to the Login Page](#)