Online Bill Pay Instructions:

Click on the `Online Bill Pay` button to access the Portal Login Screen. You will then be taken to the Customer Portal Login Screen.

If you have not accessed the portal before, you will need to setup your account and password before you use the portal. To do this, locate on the bottom of the Customer Portal Login screen, the section called `First Time Customer Portal User`. Click on the `Enable Portal Access` button to enter your email address, account number, and a password use to access the Portal.

You can find your account number from your last bill.

You will need to enter the password you would like to use twice to make sure it is accurate.

Check the box next to ` I agree to the Terms of Use for this website`

Then press the button `Enable Online Access Now`

If everything is in order, you will be logged in the Customer Portal and taken to the home screen of your account.

You may now initiate a charge to your credit or debit card. Debit cards with the Visa or MasterCard logo are supported. There is a Convenience Fee to cover the cost of providing this transaction.

If you don`t want to use the Customer Portal, you may also make payments by Check or Money Order.

By Mail: Send payment along with payment stub from the bottom of your invoice to:

    Highlands Water Company
    5880 Highland Drive
    Mtn. Green, Utah 84050

In Person: Office Hours vary.
    You may wish to call 801-876-2510 to verify that someone is in the office to take your payment.

Anytime: There is a locked drop box near the stairway to the office. Place your payment in an envelope with along with the stub (alternatively, write your account number on your check)

FAQs - Frequently Asked Questions
1. Why am I charged a `Convenience Fee` when I make a credit/debit card?

The `Convenience Fee is collected simply to cover third party costs associated with providing the `Convenience` of using credit/debit cards..