

**Pay your Utility Bill Online! Visit us at  
<https://borregowd.merchantransact.com/Login>**

**Benefits**

- ✓ Sign up for electronic bills (e-bills) to be sent to your email
- ✓ View your account history and status of your account
- ✓ Set up automatic payments through your credit card, checking or savings account
- ✓ Pay your bill online with a credit card (Mastercard, Visa, or Discover) or from your bank account. No fee if you sign up for autopay!
- ✓ Check water usage history
- ✓ View your current and past bills online
- ✓ Save on postage and paper



Go Online



Register



Pay



**A**

**Step 1:** Visit us at <https://borregowd.merchantransact.com/Login>

**Step 2:** Click on the "Sign Up" link

**B**

**Step 3:** From your most recent bill, fill in your

House Number (Do not include the street name)

Utility Account Number (Enter the full 9 digit # including the dash)



Account  
**Statement**

**ACCOUNT INFORMATION**

ACCOUNT: 005678-000  
SERVICE ADDRESS: 1234 ANY STREET  
SERVICE PERIOD: 4/1/2022 to 4/30/2022 (30 days)  
BILLING DATE: 4/30/2022

DUE DATE: 5/24/2022

**METER READING**

Serial No	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
88888888	3/21/2022	6620	4/18/2022	6633	13

SAMPLE CUSTOMER  
PO BOX 1234  
BORREGO SPRINGS, CA 92004

**Step 4:** Type in your e-mail address and create a new password.

Enter both again to confirm, then click

Congratulations, you have successfully registered and can now view your account!

**C**

**Step 5:** Before you can make any payments or changes to your account, you must verify your email. On the **My Profile** tab, click on the **Click Here** link under **Verify E-mail Address**. Look for an email from [noreply@merchantransact.com](mailto:noreply@merchantransact.com) and click on the embedded link.

- ✓ To set up e-bills go to the **My Profile** tab, click on your account number in the **Your Accounts** section, click edit then select your preferences.
- ✓ To set up automatic payments, click on **Add a New Payment Method** on the **My Profile** tab, enter your payment information, and select the option to automatically debit your account.

**For assistance  
please  
contact us:**

Borrego Water District

Email: [customer.service@borregowd.org](mailto:customer.service@borregowd.org)

Phone: 760-767-5806

Visit: 806 Palm Canyon Drive, CA 92004

