

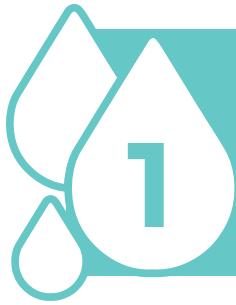


## How do I migrate my Paymentus account to the Westy Water portal?

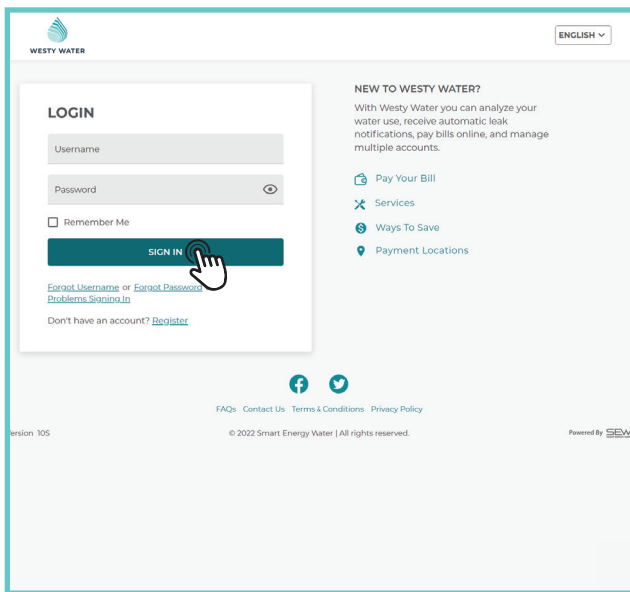
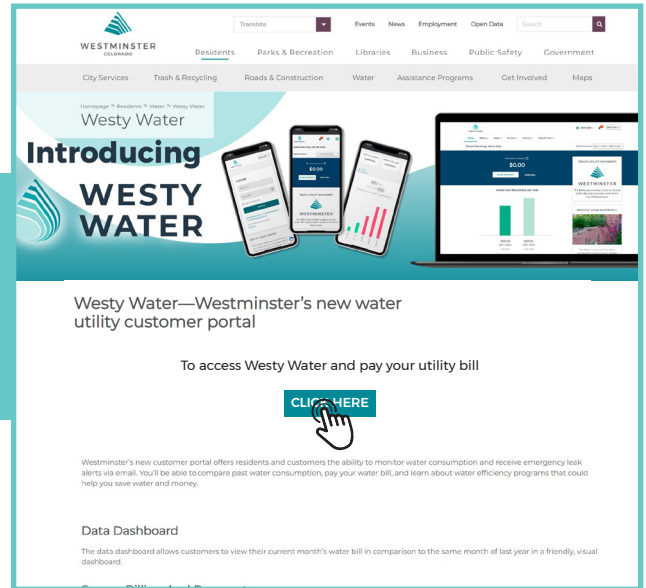
This guide explains how customers with a Paymentus account that was used to pay Westminster utility bills will be able to log in to the new portal. All saved payment methods and autopay schedules from Paymentus have been ported over into Westy Water already. Customers will need to reset their password with Westy Water to gain access to their account information.

### **Prerequisites:**

- Your Paymentus email and password.



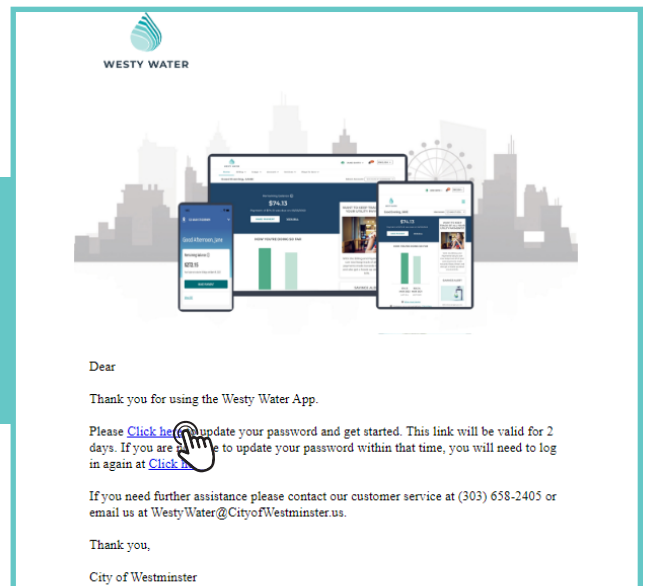
Open your web browser to the main Westy Water page at [www.CityofWestminster.us/WestyWater](http://www.CityofWestminster.us/WestyWater) and click the “Click Here” button.



Enter your Paymentus username/ email and password. Click “Sign In.” A green banner will show at the top directing you to check your email.



Open your email and find the email titled “Westy Water - Welcome!” Click the first blue “Click here” link.





Enter a new password, two times.  
Read and agree to the Terms &  
Conditions, then click "Submit."

Select which notifications to  
receive, then click "Submit."

*\*Westminster strongly recommends  
subscribing to Leak & Bill Notifications.*



Log in with your Paymentus  
username/email and new password.  
You can now confirm your saved  
payment methods and auto pay  
schedule (if any) remained the same.