



# HOW ABOUT GREEN UTILITY BILLS

## INSTRUCTIONS

Signing up to receive your City of Boca Raton utility bill by e-mail instead of paper saves cost on postage, printing and paper supplies. If you are interested, just follow the steps below to sign up for electronic billing.

### FIRST TIME USERS OF ONLINE PAYMENTS:

1. First, log on to our website at [www.myboca.us](http://www.myboca.us).
2. Select the "Online Payments" icon on the lower right portion of the screen.
3. Select Water Bills. **You will need an actual water bill to register.**
4. Select the option "First Time User" if you have never used the online payment option to pay your bills. Register by using your water billing account number and creating a password.
5. After you complete the registration process, E-mail us at [CustomerServiceWater@ci.boca-raton.fl.us](mailto:CustomerServiceWater@ci.boca-raton.fl.us) to give us your personal e-mail address. We will begin sending you emails whenever your bi-monthly bill is generated. You can then log on to [www.myboca.us](http://www.myboca.us) to view your bills online.

### CURRENT USERS OF ONLINE PAYMENTS:

1. E-mail us at [CustomerServiceWater@ci.boca-raton.fl.us](mailto:CustomerServiceWater@ci.boca-raton.fl.us) to give us your personal e-mail address. We will begin sending you emails whenever your bi-monthly bill is generated. You can then log on to [www.myboca.us](http://www.myboca.us) to view your bills online.

(ATTENTION APPLE USERS - YOU MUST USE FIRE FOX OR INTERNET EXPLORER AS YOUR BROWSER)