



# Paying Your Utility Bill Online

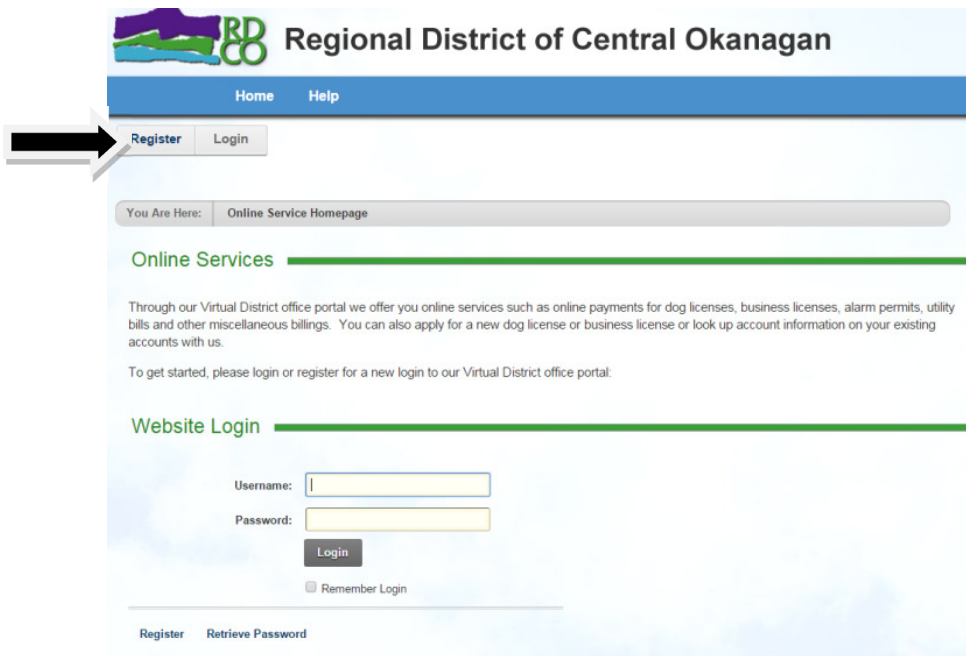
To access, please go to [www.regionaldistrict.com/payments](http://www.regionaldistrict.com/payments), and you will need your Utility Billing account number (three numbers, four letters, three numbers) and your four digit numerical access code (as indicated on your utility bill) as follows:

Account #: 301 ADAM 999	Billing Date: 31-Dec-2015
Service Address: 123 HODGES ROAD	Batch #: 2015123101
Account Details From: 31-Dec-2015	ACCESS CODE # 1234

If you cannot locate this information, please contact us at 250-469-6239 or via email at: [utilities@cord.bc.ca](mailto:utilities@cord.bc.ca)

For your assistance, please find following, step by step instructions on how to login to our website and add your customer account to have access to your account information:

**\*\*Already have an online profile, go to Step 4\*\***



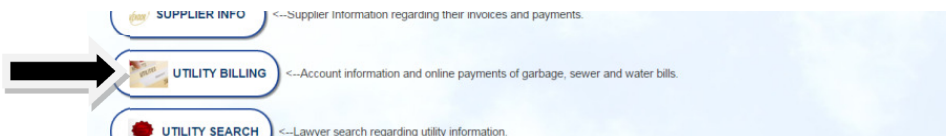
**\*\*First time users\*\***

Start at Step 1

1. Select **“Register”**

Fill in required information

**\*you will then be logged in\***



2. Select **“Utility Billing”**

## Account Management

Hi Test2

### Instructions

1. Below you can add your account or edit any existing accounts that you added previously.
2. If you are adding an account, please have your Account Number and Access Code ready.
3. Select your account from the list below to submit payment.

Click on a row to access one of your existing accounts.

### Accounts

Show 10 entries

Search:  Print

Account Type	Account Number	Name	Status
No data available in table			

Showing 0 to 0 of 0 entries

First Previous Next Last

### Add UB Account

Please have your Account Number and Access Code ready which can be found on your Utility Bill or Reminder Notice. Please contact our office if you are unable to locate this information.

Account: 401 ADAM 289 Billing Date: 31-Dec-2015  
Service Address: 123 JACKSONS ROAD Batch #: 2015123101

Account Details From: 31-Dec-2015 ACCESS CODE: 1234

Account Number:

Access Code / Pin:

Cancel Save

3. Under Account Management, you will see fields asking for your account number ###AAAA### and your access code ####

-Please enter and select "Save"

## Regional District of Central Okanagan

Home Online Services My Profile Help

Test2 Logout

You Are Here: Online Services

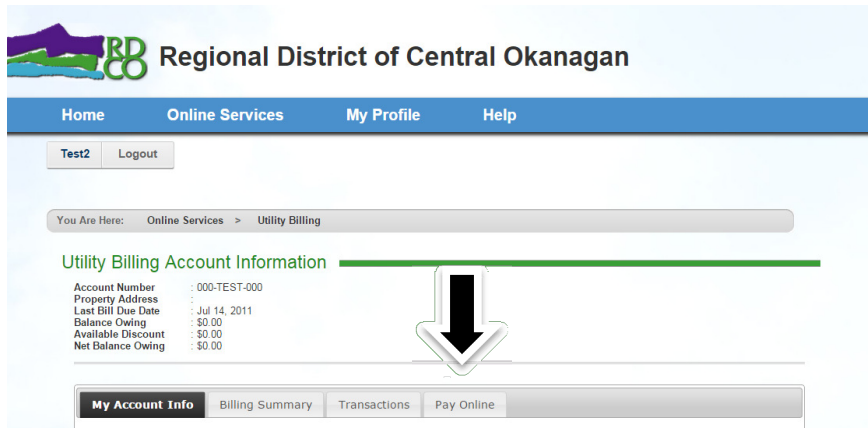
### Online Services

The Virtual District Office has several features as follows:

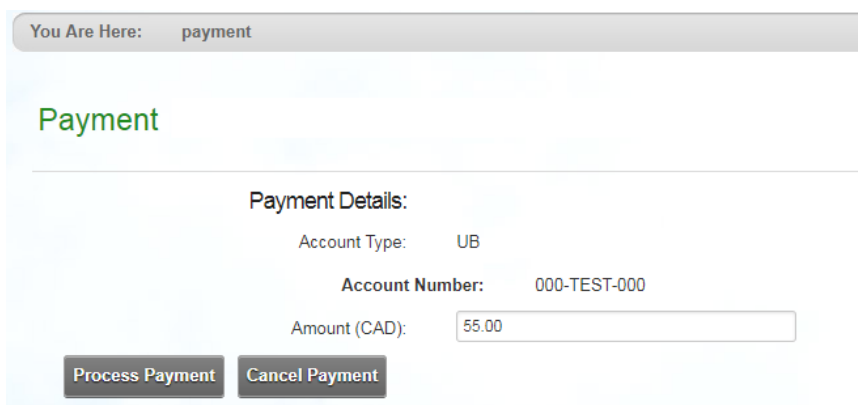
- ALARM BILLINGS** <--Account information and online payments.
- BUSINESS LICENCE** <--Account information, online payments, or applications.
- DOG LICENCE** <--Apply for a new dog licence or renew your existing licence.
- MISC BILLINGS** <--Account information and online payments for rentals and other billings.
- SUPPLIER INFO** <--Supplier Information regarding their invoices and payments.
- UTILITY BILLING** <--Account information and online payments of garbage, sewer and water bills.
- UTILITY SEARCH** <--Lawyer search regarding utility information.

4. Select "Online Services"

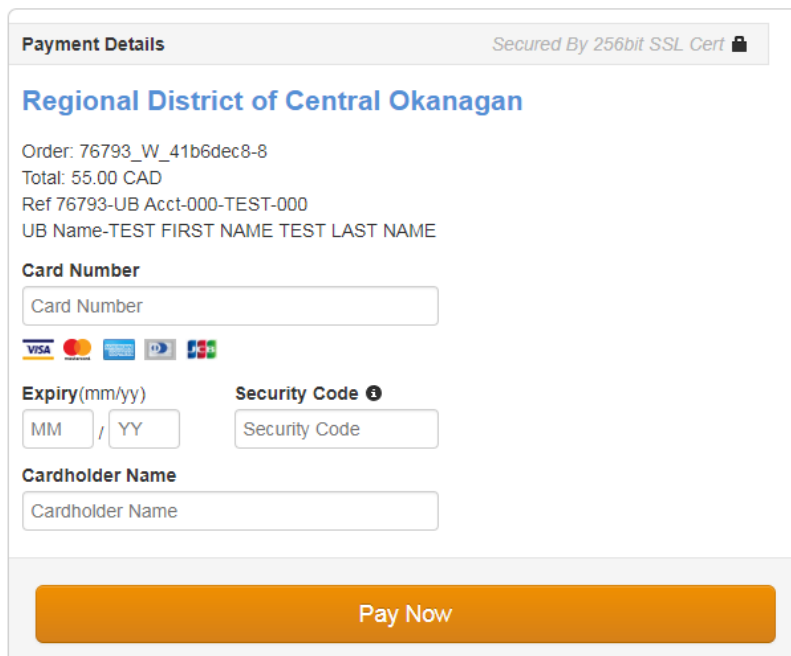
5. Select "Utility Billing"



6. On the next screen, your Account will appear; please click on the “Pay Online” tab



7. Please enter the amount you would like to pay.



8. Fill in all the required information and then select the “Pay Now” button ONCE.

\*\*\*DO NOT HIT “Back” as this could result in duplicate charges.

Thank you for paying your utility bill online.