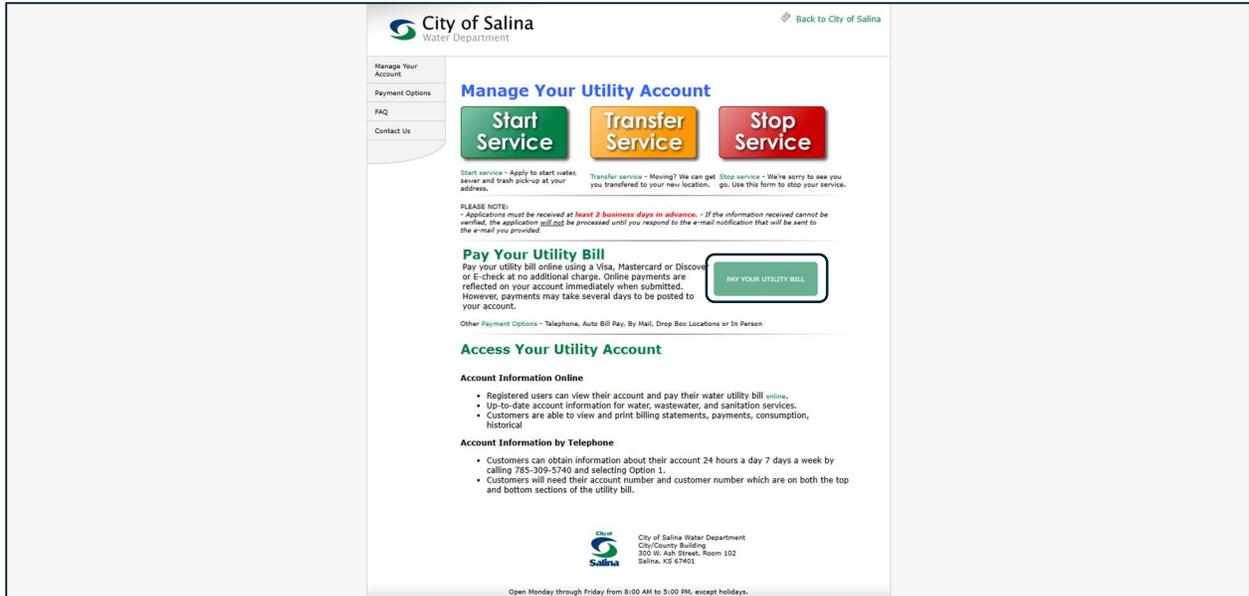


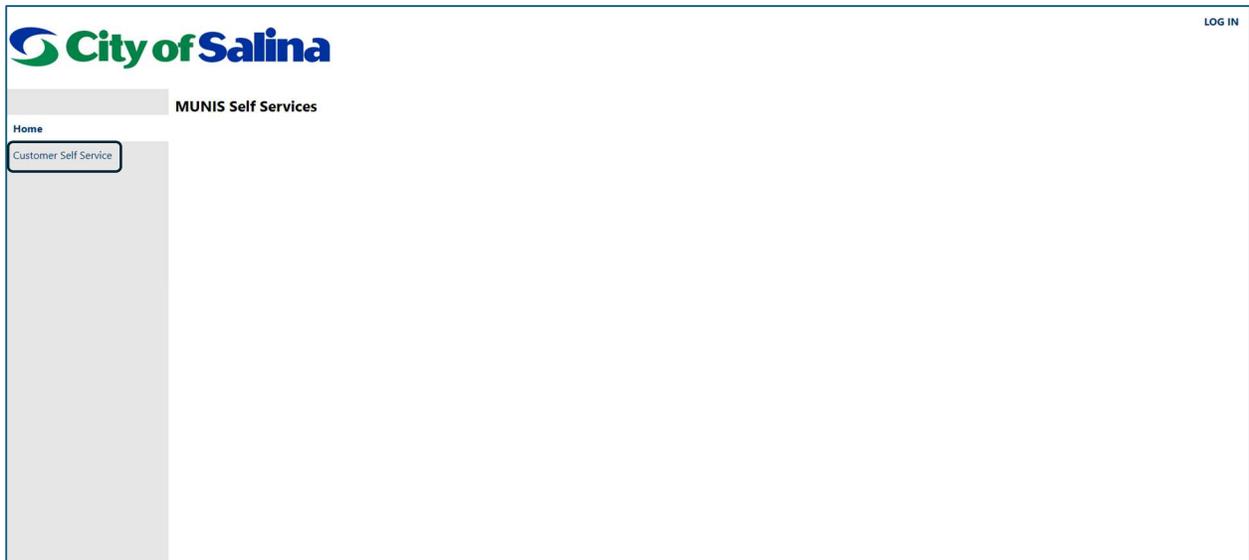
WCA Online Account Setup



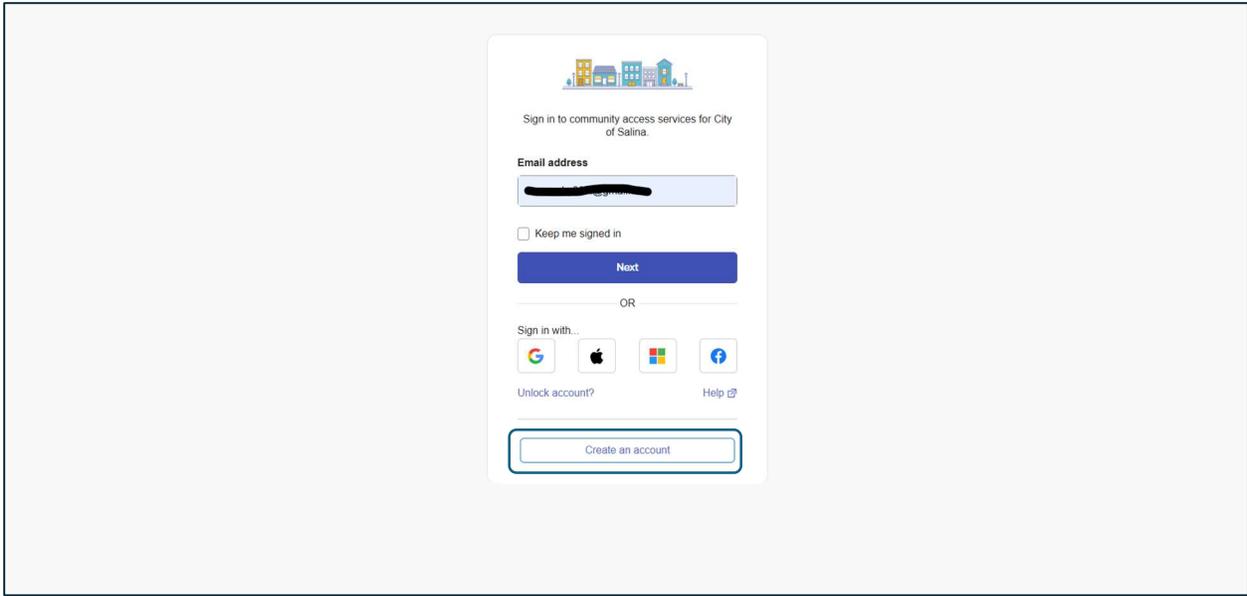
NOTE: The text in this document is best read when zoomed in *at least* 150%.



Go to <https://water.salina-ks.gov/> and select Pay Your Utility Bill.



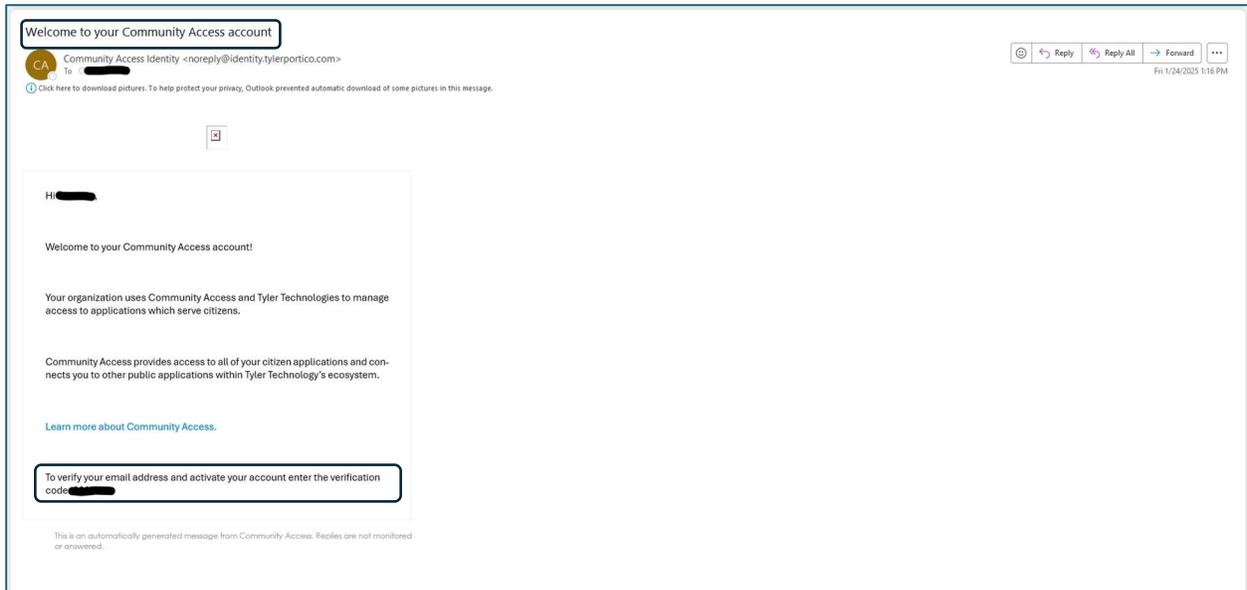
Select Customer Self Service.



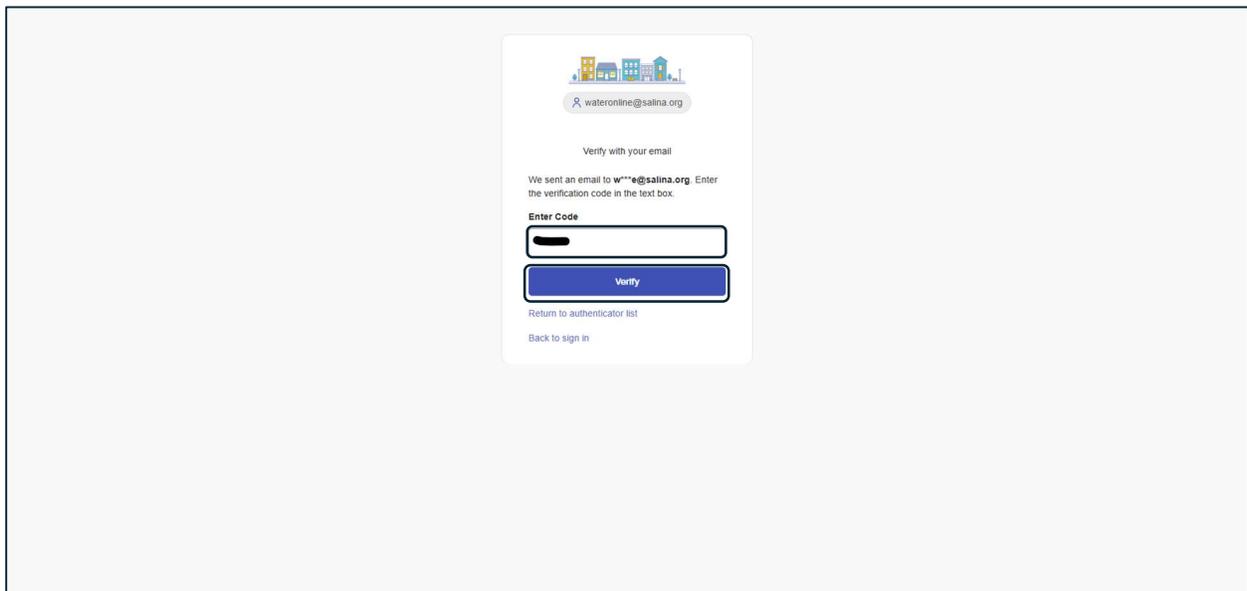
Select Create an Account.



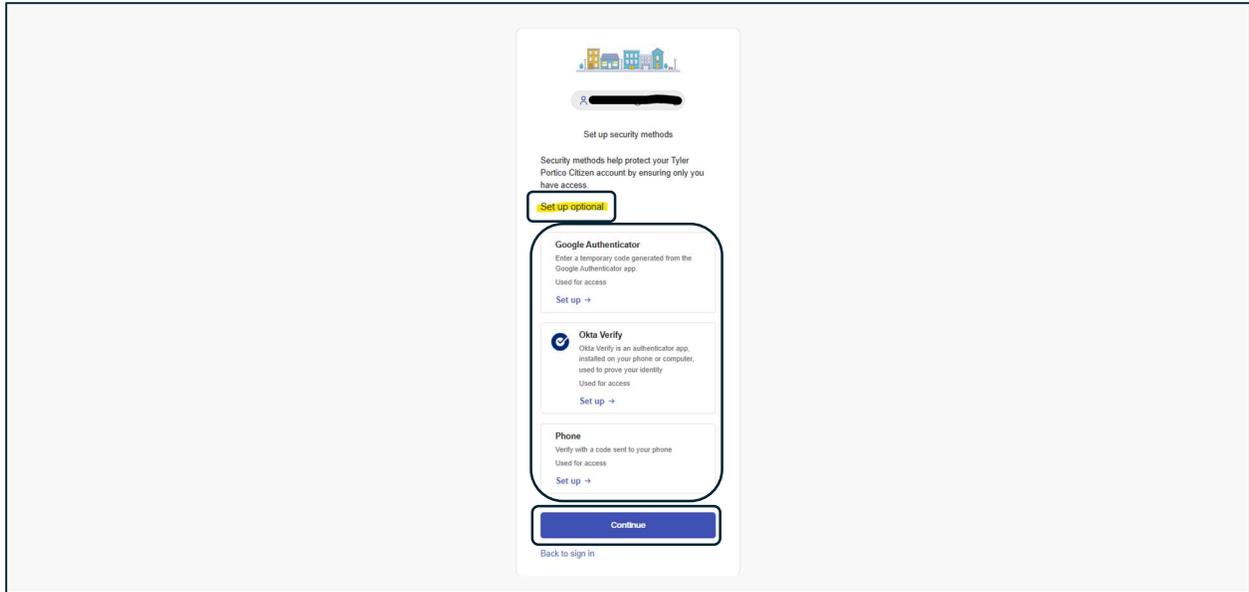
Enter in your email, first/last name, mobile number (optional), and create a password. Select Sign up.



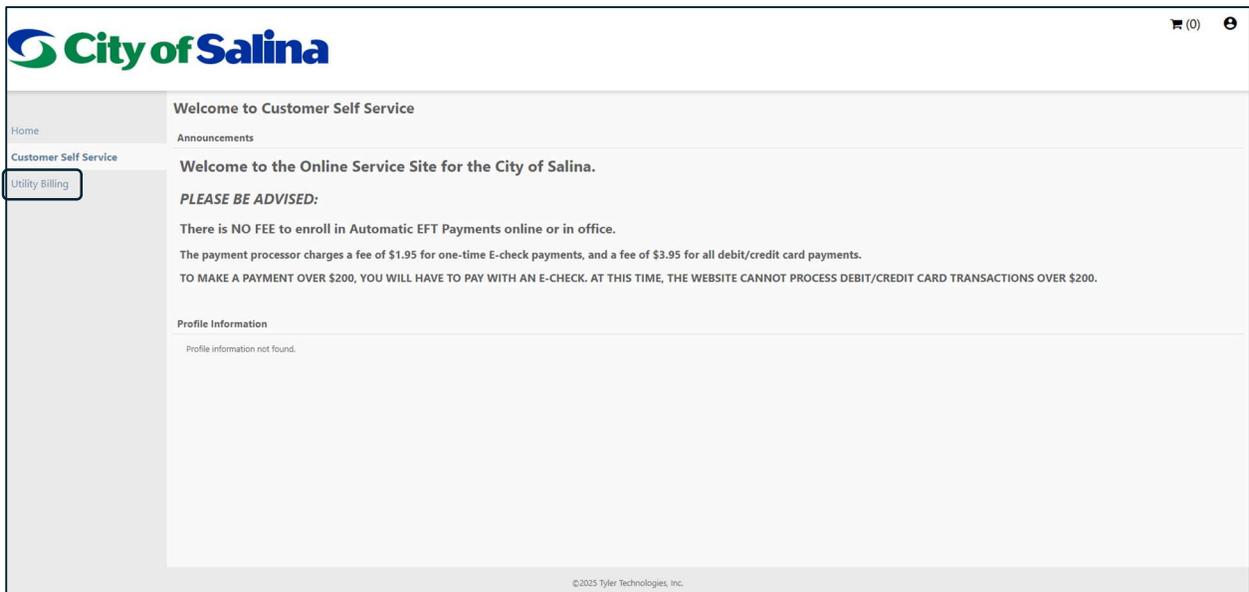
Go to your email inbox (depending on your security settings, you may have to check the Promotions folder and/or Spam folder) and open the message with the subject Welcome to your Community Access account and retrieve the code at the bottom of the email.



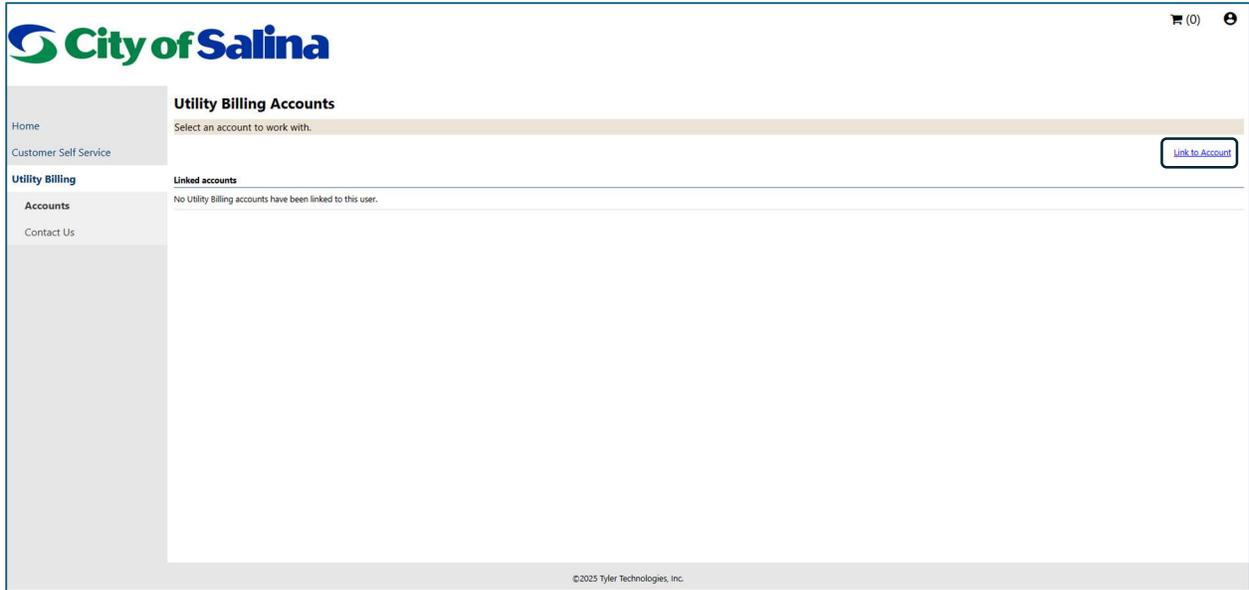
Type in or copy/paste the code and select Verify.



This screen has **optional** sign-in methods. If you set one of these up, you will have the option to verify your identity with your chosen method and bypass entering your password. Select the option you would like to use OR just select Continue to always enter your password. NOTE: you can set this up at any time.



Select Utility Billing.



Select Link to Account

(Remainder of page intentionally left blank, keep scrolling)



Utility Billing
Account Link Setup

Watch a video to learn how to find your new Account # and Customer # by opening a new tab and pasting this link in a your web browser: <https://youtu.be/UxbH9TZKXII>

What is the Account #? *

What is the Customer #? *

Submit Cancel

* indicates required field

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City of Salina
300 W Ash St Room 102
Salina, KS 67401
(785) 309-5740



UTILITY BILL
CUSTOMER COPY

www.salina-ks.gov/water-department

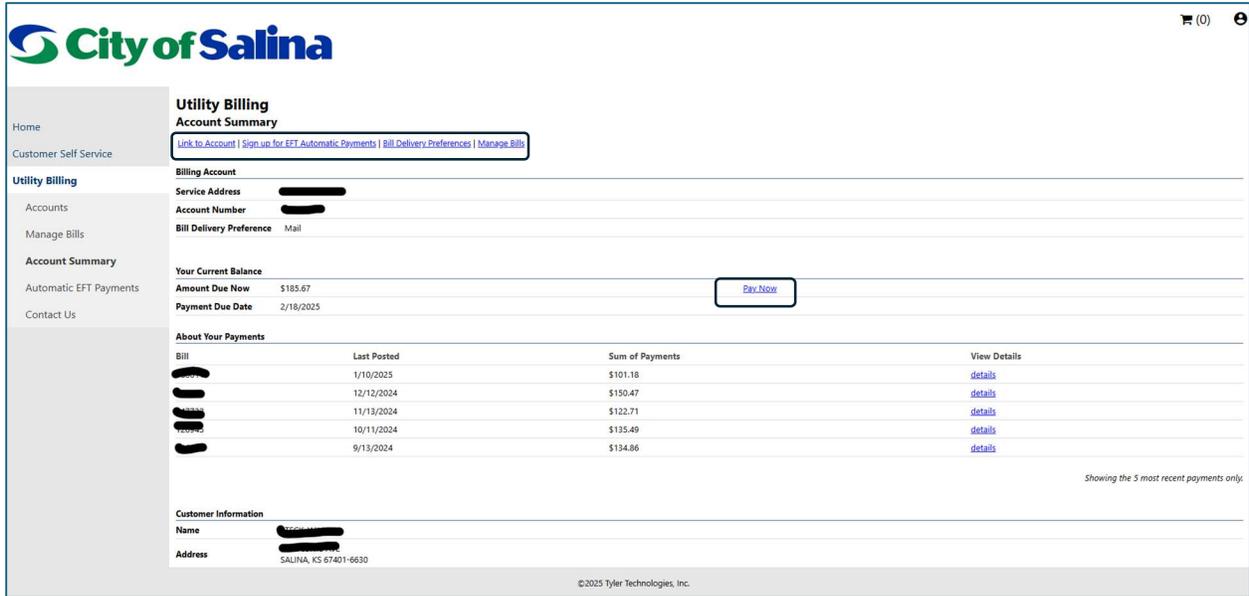
CUSTOMER NAME	CUSTOMER NO.	PARCEL ID	SERVICE LOCATION
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

BILL NUMBER	BILL DATE	ACCOUNT #	ACCOUNT TYPE	DUE DATE
[REDACTED]	01/21/2025	[REDACTED]	RESIDENTIAL	02/18/2025

DESCRIPTION	METER NUMBER	READ CODE	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	USAGE	UOM	CHARGE AMOUNT
WATER BASE CHARGE	[REDACTED]		11/27/2024	12/31/2024					\$6.56
WATER USAGE CHARGE	[REDACTED]	A	11/27/2024	12/31/2024	796034	808072	12038	GAL	\$68.14
EXCESS USE CHARGE	[REDACTED]		11/27/2024	12/31/2024	796034	808072	414	GAL	\$2.34
STATE WATER FEE			11/27/2024	12/31/2024					\$0.39
SEWER BASE CHARGE			11/27/2024	12/31/2024					\$8.92
SEWER USAGE CHARGE	[REDACTED]		11/27/2024	12/31/2024	796034	808072	12038	GAL	\$75.72
TRASH			05/01/2024	12/31/2024					\$22.00
RECYCLING CENTER FEE			11/27/2024	12/31/2024					\$1.60

Enter in your account number and your customer number. These can be found on your water bill OR you can call us, and we can provide you with this information.

Select Submit.



City of Salina

Home
Customer Self Service

Utility Billing
Account Summary

[Link to Account](#) | [Sign up for EFT Automatic Payments](#) | [Bill Delivery Preferences](#) | [Manage Bills](#)

Billing Account

Service Address: [REDACTED]
 Account Number: [REDACTED]
 Bill Delivery Preference: Mail

Your Current Balance

Amount Due Now: \$185.67 [Pay Now](#)
 Payment Due Date: 2/18/2025

About Your Payments

Bill	Last Posted	Sum of Payments	View Details
[REDACTED]	1/10/2025	\$101.18	details
[REDACTED]	12/12/2024	\$150.47	details
[REDACTED]	11/13/2024	\$122.71	details
[REDACTED]	10/11/2024	\$135.49	details
[REDACTED]	9/13/2024	\$134.86	details

Showing the 5 most recent payments only.

Customer Information

Name: [REDACTED]
 Address: SALINA, KS 67401-6630

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You now have access to view/pay your bill, view/print previous bills, set up auto-pay, change your bill delivery preferences, and link any other active accounts you have. If you have any other questions, please contact us.