# How to use the online PUWC Web Portal

Your water bill is available online at the [Public Utilities Web Coop (PUWC)](). This online tool is available to all GDPUD customers. All you need is a copy of your water bill to register and get started.

The following instructions will explain how to read the online version of your water bill as well as how to view your historical usage data.

## Step 1 - Log on to the PUWC web site

Locate your **Account Number** on the paper version of your water bill and enter this value as your Customer ID on the [PUWC web site log in page]().

- Note: if this is your **first time using the PUWC website**, [use this link]() to register and create your password.



Georgetown Divide Public Utility District

Office located: 6425 Main St, Georgetown
Website: www.gd-pud.org
Phone: (530)333-4356

| SERVICE ADDRESS | BILLING DATE | LATE DATE | TOTAL AMOUNT DUE |
|---|---|---|---|
| | XX/XX/3X | XX/XX/3X | .00 |

PLEASE NOTE: DUE UPON RECEIPT The payment grace period is until the end of month. Payments received after the late date will be charged a $12.00 penalty and 1% bimonthly thereafter, Activation fees will apply if service is discontinued for nonpayment.

| ACCOUNT NUMBER | AMOUNT PAID |
|---|---|
| XXXXXXX | |

MAKE CHECKS PAYABLE TO: Georgetown Divide PUD Mail to: P.O. Box 4240, Georgetown, CA 95634 4240

## Step 2 - View your e-Bill

From the **History** menu, **select e-Bills** and click on the desired billing period to download your e-Bill. Click on the downloaded file to view your e-Bill.



| Home | Pay Bill | History ▼ | Usage ▼ |
|---|---|---|---|
| | | Payments | |
| Account Status | | e-Bills | |

The following is an explanation of the fields on an electronic invoice:

1. Date invoice was created with the most current meter reading

2. Payment is due upon receipt, but is accepted without penalty up to this dateYour GDPUD Account Number

3. Your GDPUD Customer ID

4. The Meter reading for the current and previous invoice periods

5. The total cubic feet used during this billing cycle.

Note:

1 Cubic Foot = 7.48 Gallons



## Step 3 – View your water usage history

While logged in to the PUWC portal, from the **Usage** menu, **select Water**. Your historical water usage (in cubic feet) is displayed for each bi-monthly billing period.