

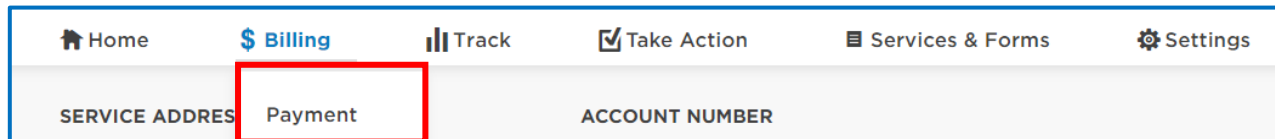


Managing Your Water Bill with Watersmart

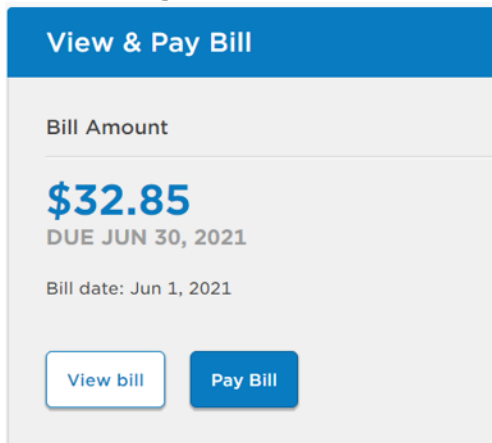
Watersmart provides you a single point of access to manage your water usage, view your bills, and access North Kingstown's Citizen Self Service Portal. Through the Citizen Self Service Portal, you can pay your bill and view your billing and payment history.

Accessing the Citizen Self Service Portal

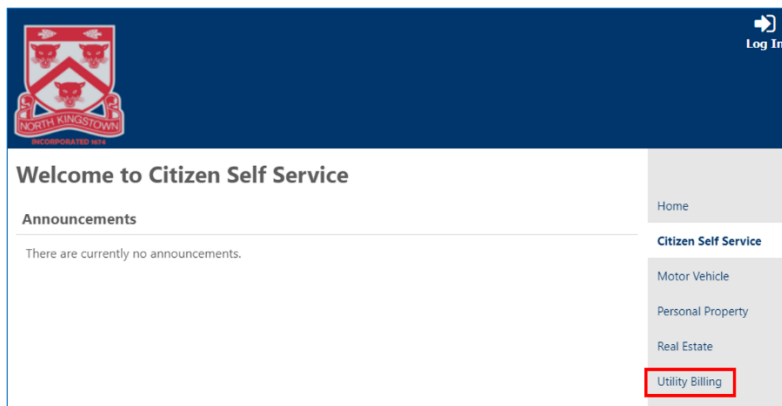
You can access the Citizen Self Service Portal from your Watersmart Billing tab:



1. Click **Billing** in the ToolBar and select **Payment** from the drop down menu.



2. Click **Pay Bill**. A redirect screen appears before opening the North Kingstown Citizen Self Service Portal.





- Click **Utility Billing** to access the **Utility Billing** lookup screen.

Utility Billing

Account Number

Address

House number

Street name

Owner name

Parcel ID

Customer ID

Remember these values
(not recommended on public or shared devices)

Enter your House Number and Street Name without descriptors (i.e., Ave, St, Rd, etc.)

- Enter your Address (House Number and Street Name) and click **Search**. Your account will appear in the Results screen.

Utility Billing

Search Results

[Modify Search](#) | [New Search](#)

1 found

Customer Name	Service Address	Account Number	Customer ID	Parcel ID	
TOWN OF NORTH KINGSTOWN	100 FAIRWAY DR	Your Account #	Your Customer ID	08802100	Manage Bills

- Click on your **Account Number** and your Account Summary will appear. From this screen, you can pay your bills and view your current balance, your billing history, and your payment history.

Utility Billing

Account Summary

[Manage Bills](#)

Billing Account

Service Address 100 FAIRWAY DR

Account Number YOUR ACCT #

Your Current Balance

Amount Due Now \$ AMT DUE [Pay Now](#)

Payment Due Date 6/30/2021

About Your Payments

Bill	Last Posted	Sum of Payments	
810778	3/31/2021	\$ AMT PD	details
800659	12/31/2020	\$ AMT PD	details