



409.684.3515
P.O. Box 1398
1840 Hwy 87
Crystal Beach, TX 77650

ONLINE BILL PAY SETUP INSTRUCTIONS & BILL REVIEW

Customers of BPSUD can review their current and past water usage and pay their water bill on-line. Additionally, customers can sign up to receive e-mail notifications when their new bill is mailed and when their account is past-due.

It is recommended that you print these instructions for signing up as they will help you through the process. Once you have signed up, make sure you keep your username and password in a safe location for future reference.

Customer service representatives **DO NOT** have access to your username or password.

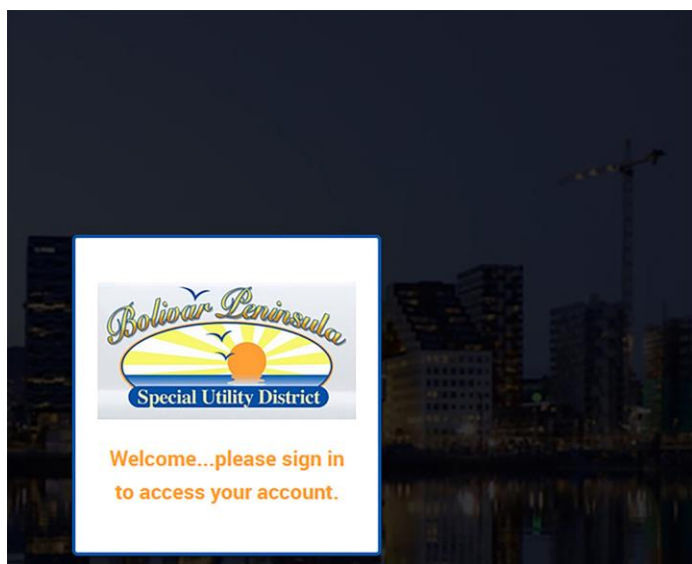
Before you get started, make sure you have your current bill available. Information **MUST** be entered on the website **EXACTLY** as it appears on your bill!

PLEASE NOTE: There is a 5% convenience fee added when you pay your water bill on-line. The convenience fee is charged by an outside vendor that processes credit card payments for the District. The convenience fee is **NOT** collected by BPSUD and **CANNOT** be waived by BPSUD.

OK! If you are ready and have your current bill in hand, let's get started!

PLEASE NOTE: Even if you are not planning to pay your bill on-line, you can still sign up to view your account (both current and past usage) and to receive e-mail alerts when your bill is due each month.

- Go to the District website at www.bpsud.com
- Select **YOUR BILL** at the top of the page, then select **Bill Payment** from the dropdown menu.
- In the second paragraph, click on the direct link, [Bolivar Peninsula Special Utility District On-line Bill-Pay](#)
- Select First time Sign in.



LOGIN

☐ Show password

LOGIN

First time Sign in

Forgot Username?

Forgot Password?

Guest Payments

STEP 1 – ACCOUNT DETAILS

- Begin entering the information **EXACTLY** as it appears on your bill. The form is case-sensitive, so if your bill appears in all capital letters, you must enter the information in all capital letters.
- If your last name is shown first on your bill, please enter it first. (Last name-comma-space-first name – or EXACTLY how it appears on your bill).
- Hit tab to proceed to each field and complete.

Create User ID And Password

Register for Online Account access. Online Account access enables you to manage your account online, 24 hours a day, 7 days a week.

1

2

3

4

Account DetailsPersonal InformationEmail SettingsDisclaimer

 For further assistance, please review instructions

* Be sure to save your information in a safe location for future reference.

017350309023100

Please enter the information exactly as it appears on your latest bill.

Mann, Aqua

Surf Road, #4321

Waterlover

.....

.....

aquaman@seamail.com

aquaman@seamail.com

Next Step

CANCEL

STEP 2 – PERSONAL INFORMATION

- Complete all fields and click Next Step.

Create User ID And Password

Register for Online Account access. Online Account access enables you to manage your account online, 24 hours a day, 7 days a week.

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Account DetailsPersonal InformationEmail SettingsDisclaimer

Optional * Fill in the following fields to show your Name and Address information on the Credit Card payment screen.

Aqua

Crystal Beach

Mann

TX

Company *

77650

Surf Road, #4321

Previous Step

Next Step

CANCEL

STEP 3 – EMAIL SETTINGS

- Choose Yes or No and click Next Step.

Create User ID And Password

Register for Online Account access. Online Account access enables you to manage your account online, 24 hours a day, 7 days a week.

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Account DetailsPersonal InformationEmail SettingsDisclaimer

SPECIAL EMAIL ALERTS - Sign up to receive email alerts about your Account

Email Bill Notification

☒ Yes☐ No

Previous Step

Next Step

CANCEL

STEP 4 – EMAIL SETTINGS

- Choose Yes or No and click SIGN ME UP.

Create User ID And Password

Register for Online Account access. Online Account access enables you to manage your account online, 24 hours a day, 7 days a week.

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Account DetailsPersonal InformationEmail SettingsDisclaimer

Disclaimer

This website is being updated to better serve you. Please be advised that you may experience server time-outs and notification delays. Customers will still receive a paper bill in the mail and will be responsible for the amount due regardless of notification delays. AVR, Inc. apologizes for any inconvenience during this routine maintenance. You may need to adjust your security settings or spam filters to avoid having your e-notification sent to a junk mail folder.

SIGN ME UP

CANCEL

You should be directed to your **USER DASHBOARD**. If not, go back to our site and click on the same link [Bolivar Peninsula Special Utility District On-line Bill-Pay](#) and you will be directed to the Log In page where you started. Sign in using your username and password.

You are now able to:

- View billing history
- View transaction history
- Manage account
- Manage automatic bill payment
- Update your Account Information
- Add another account

PAY BILL

MENU

Dashboard

View billing history

View transaction history

Manage account

Manage automatic bill payment

ACCOUNT

Account information

Add another account

LOG OUT

MANN, AQUA | BOLIVAR PENINSULA S.U.D. LOG OUT

User Dashboard

USER DASHBOARD

TOTAL DUE NOW \$60.30

View and Print Current Bill

PENALTY \$9.00

AFTER DUE DATE 07/15/24 \$69.30

Notifications

• Sign up to receive [paperless statements](#)

• BANK DRAFT ACH Automatic Payment Method.

• Deposit amount: \$150.00

Billing History

Billing Period	Amount	Payment Date	Payment Amount
May - 2024	\$60.30	06/07/24	\$60.30
Apr - 2024	\$63.82	05/09/24	\$63.82
Mar - 2024	\$60.30	04/09/24	\$60.30

VIEW BILLING HISTORY

Usage

Month

Contact Information

Mailing address & Customer support

BOLIVAR PENINSULA S.U.D.

P.O. BOX 1398

CRYSTAL BEACH, TX 77650

Customer Service: 409-684-3515

[Email to District Office](#)

Name

Mann, Aqua

Email

aquaman@seamail.com

Service Address

Surf Road, #4321

Account Number

017350309023100

MANAGE ACCOUNT