



Online Water Ordering Instructions for New Portal

Note: Phone Ordering will not change

Set up your account.

- Click on the “Water Orders” link.
- Select “Get a login account here”.
- Fill out the form and Select “Submit” – you will receive an email stating that activation of your account is pending acceptance by District staff.
- You will receive an email when your account is approved.

Order Water

- Click on “Water Orders” – this will take you a page listing all previous water orders.
- Click on “Place a Water Order” – this will take you to a page listing your deliveries.
- Click on “Select” adjacent to the delivery for which you wish to place a water order.
- Scroll to the bottom of the page and select “Next” – this will take you to a calendar.
- Select the day you want to have the water ordered and click “Next”. If you just click “Next” without selecting a day, it will use the next business day.
- Enter the Flow. Note that your only option for units is cubic feet per second (cfs). Use the converter to convert from gallons per minute (gpm) or points to determine the correct value to enter. You do not need to enter a duration, but if you enter a value your water will be turned off after that many days. Select “Next”.
- Enter any instructions or comments you may have. Select “Finish”. You will receive an email of the order confirmation.