REGISTRATION INSTRUCTIONS – IMPORTANT!!!

Go to: http://ecare.poway.org

FIRST-TIME REGISTRATION – YOU WILL BE REQUIRED TO CREATE TWO DIFFERENT LOGIN ACCOUNTS. One for the Utility Billing System (eCARE) and the other for the third-party vendor (Paymentus). The third-party vendor is a secure site that keeps your eCHECK, Debit, and Credit Card information safe and secure.

**eCARE LOGIN PAGE**

Once you have registered, you will receive a confirmation email.

**PAYMENTUS LOGIN PAGE**

Since this is your first time making an Echeck payment, you will be required to ‘CREATE AN ACCOUNT’ with our third-party payment vendor (Paymentus).

1. **Click Sign Up Now**

2. **Enter information and click Sign Up to create your Paymentus Account**

Once you are enrolled, select **Back to Login**. This will take you back to the Payment Screen.
Login to Your Account with your email and password.

1. Click on the Accounts Tab
2. Click Add an Account
3. Enter your 10 Digit Account Number with NO DASHES

**OPTION A**
Create Automatic Payment Schedule

1. Click on the Schedules Tab
2. Click Schedule a Payment
3. Select Account and Click Continue
4. Select Payment Frequency
   - On the Due Date of Each Bill – Pays the full amount on the due date.
   - Monthly Fixed Amount – Pays the amount you set every month.
5. Enter Payment Information and Click Continue
6. Confirm Payment

**OPTION B**
Make a One-Time Payment

1. Click on the Payment Tab
2. Click Make an Echeck Payment
3. Select Account and Click Continue
4. Enter Payment Information and Click Continue
5. Confirm Payment

Questions? Call Customer Services at (858) 668-4401