

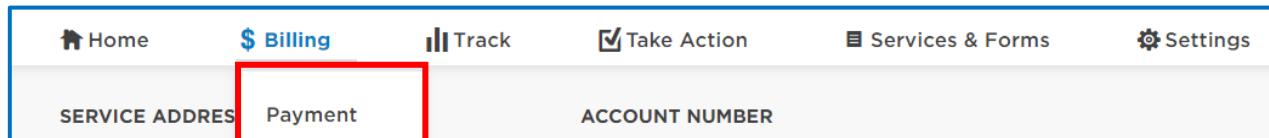


## Managing Your Water Bill with Watersmart

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.

View & Pay Bill

Bill Amount

**\$32.85**

DUE JUN 30, 2021

Bill date: Jun 1, 2021

[View bill](#) [Pay Bill](#)

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

Welcome to Citizen Self Service

Announcements

There are currently no announcements.

Home

Citizen Self Service

Motor Vehicle

Personal Property

Real Estate

Utility Billing



# North Kingstown

Rhode Island

INCORPORATED 1674

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

**Utility Billing**

|   |                                      |   |
|---|--------------------------------------|---|
| Account Number  | <input type="text"/>                 | Enter your House Number and Street Name without descriptors (i.e., Ave, St, Rd, etc.) |
| Address   |                                      |   |
| House number  | <input type="text" value="100"/>     |   |
| Street name   | <input type="text" value="Fairway"/> |   |
| Owner name  | <input type="text"/>                 |   |
| Parcel ID   | <input type="text"/>                 |   |
| Customer ID   | <input type="text"/>                 |   |
| <input type="checkbox"/> Remember these values<br>(not recommended on public or shared devices) |                                      |   |
| <b>Search</b> <b>Reset</b>  |                                      |   |

4. 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  |

5. 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 | <a href="#">Pay Now</a> |
| Payment Due Date | 6/30/2021  |                         |

**About Your Payments**

| Bill   | Last Posted | Sum of Payments |                         |
|--------|-------------|-----------------|-------------------------|
| 810778 | 3/31/2021   | \$ AMT PD       | <a href="#">details</a> |
| 800659 | 12/31/2020  | \$ AMT PD       | <a href="#">details</a> |