



# Baker City Water Dept.

P.O. Box 650  
Baker City, OR 97814  
541-523-6541

## Registration for Paperless E-Billing

### Customer Information

Customer Name:			
Service Address:		Account #:	
Primary Phone #:		Alt. Phone #:	
<b>Please print your email address in UPPER CASE letters only Limit to a total of 59 characters</b>			
Primary Email Address:			
Secondary Email Address:			

### Acknowledgment

By signing below, I confirm that I am the applicant and that the details given in this registration are true and accurate. I shall not hold the City of Baker City responsible for any fraudulent acts on my part. I understand that the City of Baker City will discontinue mailing my monthly statements and I agree to the terms and conditions set out below:

1. By signing up to the e-billing service you agree to receive an electronic bill at the email address(s) provided **in place of your paper bill**. Other correspondence may still be sent via regular mail.
2. You must have a valid email account to use e-billing. You must provide us with the correct and current valid address of the email account to which you would like your bill to be sent. The privacy and accuracy of that email address is entirely your responsibility, and in particular, but without limitation, should that email address ever become invalid or should you wish **your bill to be sent to a different email account, it shall be your responsibility to notify the City of Baker City**. You shall remain fully liable for any bills which were sent to your previous email address. It is your responsibility to ensure that your junk mail filters are set to allow mail from the City of Baker City to be received.
3. If you have more than one water/sewer service address account, it is your responsibility to sign up for the e-billing service for each account individually.
4. Registration is for your water and sewer bill only and other services provided by the City of Baker City will be sent independently and in paper format.
5. The City of Baker City reserves the right to refuse the use of e-billing service to anyone and to discontinue (permanently or temporarily), for any reason whatsoever, in its absolute discretion.
6. All bills that are sent to you by email shall be due and payable within 25 days of the billing date listed. You shall remain fully responsible and liable to pay any bills that have been sent to the email address you have specified, regardless of whether or not you access that email account and read the relevant email, are disconnected from your email account, or for any reason fail to read the relevant billing.
7. The City of Baker City cannot guarantee uninterrupted access to the e-billing service and makes no guarantees whatsoever as to its operation, availability, functionality, that it will be free of error or disruption or otherwise.
8. The City of Baker City reserves the right to alter these terms and conditions at any time. We will make the latest version of our terms available for you to read at all times.

Customer Signature

Date

### For Internal Use Only

Entered By

Date

Cancelled By

Date