

INSTRUCTIONS TO PAY YOUR WATER/SEWER BILL ONLINE

To register for Payment Service Network (PSN) go to the Fort Smith Water & Sewer District Website:
FTSMITHWS.COM

- On the home page, click on **BILL PAY**.
- Click on the **REGISTER** button.
- Fill out the following information:
 - Account number. This number can be found on your monthly bill. **Dashes are not used.**
 - First and last name.
 - Click on the **SEARCH** button. A message stating “CUSTOMER FOUND” will be shown at the bottom of the page.
 - Click on the highlighted **REGISTER AND MAKE PAYMENT** in the lower right-hand corner of the page.
 - On the next screen complete the following required information:
 - E-mail address.
 - Confirm e-mail address.
 - Create your password.
 - Confirm your password.
 - Select your secret security question, required. Secret questions are shown by clicking on the drop box arrow.
 - Input answer to the security question.

PSN PAYMENT NUMBER IS NOT REQUIRED TO BE FILLED OUT!!!!!!

Click on the **CONTINUE** button to go next screen to enter credit card information and make payment.

Monthly automatic payment method, manual monthly payment method, or automated phone payment method can be selected. A paper copy can be received or choose to go paperless.

****The Fort Smith Water & Sewer District cannot help with the PSN setup, if you have problems during registration, contact PSN customer support at 1-877-885-7968 and PSN will assist you in getting an account set up.**