



GETTING STARTED WITH THE NEW ONLINE BILL PAY SYSTEM

Sample Account Number 12345678.00 98

1. You will need your account number to use this site.
2. Click on the "Pay My Bill" link from our website or browse to: <https://logicsolbp.com/GCWSD/login.aspx>
3. Click on the "Register" link.
4. Input your **First Name, Last Name** (as it appears on your NEW billing statement) and your **Email Address**, then click "Register".
5. An email will immediately be sent to you with a temporary password. Follow the instructions in the email. If you do not immediately receive the email in your INBOX, please check your JUNK or SPAM folders before notifying the office.
6. Input your **User Name** and **Temporary Password**. Your User Name will be your email address.
7. Once you have logged in, you will be prompted to change your password. Follow the on-screen instructions to establish a new password.
8. Click "Link Bill" to link your account to your profile. Enter your **Account Number** from your bill. This will be all digits to the left of the first decimal point in the account number field i.e. 12345678. Enter your **Tenant Number** from your bill. This will be the last TWO digits in the Account Number field i.e. 98. Review the information that you entered and click "Yes" to confirm that the information is correct. You are only required to link to your account the first time you sign in. Thereafter the link will already be established.
9. Enter an **Alias** for your account then click "Submit". An Alias is simply a name that you choose for your account that you can easily recognize rather than using your account number. Customers with multiple bills will use alias names to differentiate among accounts. The recommended alias is your service address or another identifying description of the account such as "Irrigation Account" or "Home Account". After the account is linked, you will automatically be reverted to the Bill Summary screen.
PLEASE NOTE: Customers with multiple accounts may link more than one account with a single user name. To link additional accounts, click on "Link Bill", and then repeat steps 8 and 9.
10. To enroll in recurring credit card payments, click on "Pay Bill", choose your payment method, click on "Add Payment" then click on "Setup Automatic Bill Pay". After you agree to the terms and conditions, you will need to select "Enroll" and then click on "Update". Proceed with your payment by clicking on "Checkout".

Please contact Customer Service at 843-546-8408 if you need any assistance.