



2.3 Online

Cases:

Case A. If payment is being made on or before due date, pay the amount as stated in the water bill.

Case B. If payment is being made after due date, pay the amount stated in the water bill + 5% penalty

Office or Division:	Cashier/Administrative Services Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2B- Government to Business Entity G2G - Government to Government			
Who may avail:	All concessionaires			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Water bill		Given to Concessionaires on reading date		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Go to Bills payment and select Water Utilities in the biller categories. Search and select Santa Rosa (NE) Water District. Enter your Account No., Account Name and Amount. Click Next and Confirm. 	<ol style="list-style-type: none"> Upon receipt of the 3rd party report on the next working day, process the payment. 	as stated in the water bill	40 seconds	Cashier/ Administrative Services Division
TOTAL:		as stated in the water bill	40 seconds	
END OF TRANSACTION				

- Note: *
- * Processing Time under normal condition.
 - ** Application Form is available free of charge.
 - *** Fees to be paid are subject to change without prior notice.
 - **** Senior Citizens need not pass Residence Certificate (Cedula)
 - ***** Renewable every year.