



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

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|--|---|--|-------------------------|--|
| 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 | <i>Cashier/ Administrative Services Division</i> |
| 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.