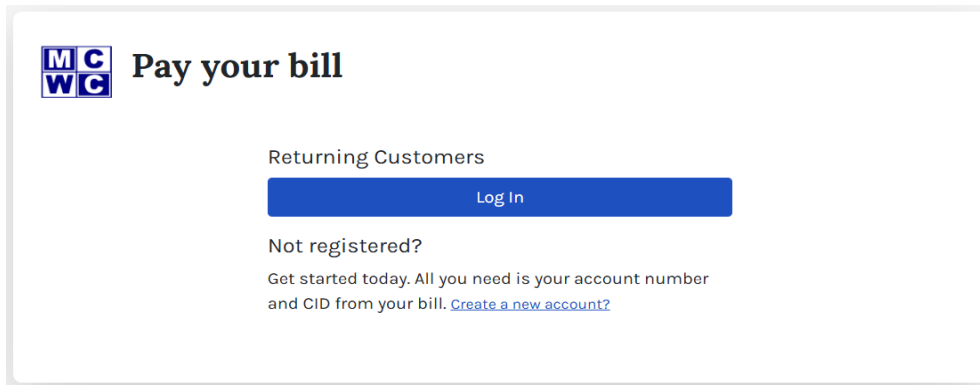


Minnehaha Community Water Customer Portal Instructions

Create Account

1. Visit <https://mcwc.authoritypay.com/> and click on "Create a new account" link.



MCWG Pay your bill

Returning Customers

[Log In](#)

Not registered?

Get started today. All you need is your account number and CID from your bill. [Create a new account?](#)

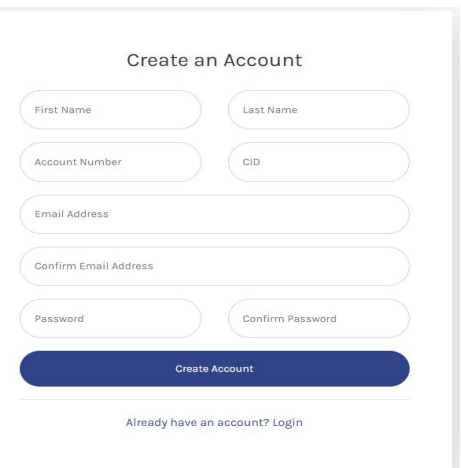
Enter the following information:

2. Enter your First & Last Name
3. Account Number*
4. CID Number*

* You can find your account and CID number on your billing statement, located in the middle section below the customer name.

5. Enter the Email address you want to use and confirm

6. Create Password and confirm – password requirements are a minimum of 6 digits or characters
7. Click Create Account



Create an Account

First Name Last Name

Account Number CID

Email Address

Confirm Email Address

Password Confirm Password

[Create Account](#)

[Already have an account? Login](#)

*Your account number & CID number can be found on the middle part of your billing statement. After you click "Create Account," you will be redirected to the sign-in page where you should see the following:

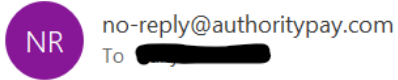
You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.



Verify Email & Finish Registration

1. You should get an email from no-reply@authoritypay.com to verify your email. Click on link in the email. A sample email is below:

Account registration for Minnehaha Community Water Corporation



Hello Minnehaha Community,

Follow the link below to verify your email and finish your account registration:

https://mcwc.authoritypay.com/user/verify-registration?token=wQV5Fi7y0bOQ2zUVshB4x1PKPj3GA_1762800346

2. Clicking the link will take you to a new webpage. You will need to click the green “Click to Verify” button, which will verify your email.



Account Verification

 Click To Verify

Your account and email have been verified. You can now login to manage your account. ×

Log in to Customer Portal

3. Enter your email address & password and click log in.

 **Pay your bill**

Existing Customers

Email Address

Password

[Forgot Password?](#)

[Not Registered?](#)

Login

Sign up for E-Billing

1. When you log in for the first time, you will be asked if you would like to sign up for paperless bills. You can choose to "Sign Up Now," "Not Now," or select "No, Don't Ask Me Again."

Go Paperless with eBilling!

×

By enrolling for eBills you receive an email notification that your bill is available to view. You will no longer receive a paper bill.

Sign Up Now

Not Now

No, Don't Ask Me Again

2. After clicking on "Sign Up Now," a dialog box will show your linked account. You will need to click "No" to change it to "Yes" to enable eBilling and then click "I Agree."

Linked Accounts	EBills Enabled
0000000-0 MCWC Warehouse [REDACTED] Dell Rapids, SD 57022	☐ No
I Agree Cancel	

3. After agreeing to the terms, the website will direct you to your home page. You should see a little banner stating that the ebill settings have been saved.

Your eBill Settings have been successfully saved.

4. It should also display that you're enrolled in ebilling on the home page.

Account Number	Service Dates
0000000-0	06/30/2025 - 07/31/2025
MCWC Warehouse	Services
[REDACTED]	Water Usage
Enrolled in paperless billing - Thanks for saving a tree. Change	
⚠ Not enrolled in AutoPay.	

Linked Accounts	EBills Enabled
0000000-0 MCWC Warehouse [REDACTED] Dell Rapids, SD 57022	☒ Yes
The terms and conditions of eBill online billing require that you agree to the following: Enrollment: If you request that we stop mailing a paper bill it will be your responsibility to check the municipalities payment website (mcwc.authoritypay.com) to obtain your bill. We'll try to send a reminder email, but understand that we don't control all aspects of email delivery and can't assure timely delivery of the email reminder. Acknowledging Receipt: By agreeing to suspension of mailed paper bills, you agree that posting of the bill on the website will constitute your receipt of the bill for all purposes and that the bill is due and payable upon posting. We can only attempt to send the email reminder of your bill if it has a current correct email address for you and you immediately notify us of any change in your email address. If you don't check the website in a timely manner for your bill or fail to pay your bill by the due date for any reason, penalties and/or collections actions may be initiated against your account. Email Address Updates: You may provide email address updates at any time and at no charge. We'll send a confirmation email to the new address provided. No additional messages will be sent to the old email address. To change your email address for eBill, sign into the website and manage your Profile from the menu under your online name at top right of the screen. Payments: The printed online bill remittance stub can be used in association with mailing a check for payments. Other methods such as Bank Draft and Credit Card are also acceptable.	
I Agree Cancel	

Add Payment Method

1. Add New Payment Method by clicking on the drop down arrow in the upper right hand corner and selecting payment methods.

[Home](#)

[Attachments](#)

[Help](#)

MCWC Warehouse 

If you are using an Apple device, you'll need to use a browser such as Chrome, Edge, or Firefox. Additionally, you must enable cross-website tracking in the app settings. To do this, follow these steps:

1. Go to Settings.
 2. Select Apps.
 3. Choose your browser (Chrome, Edge, or Firefox).
 4. Turn on "Allow Cross Website Tracking."
- Select "Add a New Credit Card" or "E-Check." Please note that using a credit card as a payment method incurs a transaction fee of \$2.45 each month, while there is no fee for e-check transactions.

Payment Methods (MCWC Warehouse) - Minnehaha Community Water

Additional Options

- [Add a new Credit Card](#)
- [Add a new eCheck](#)

ACH/E-Check Profile

Billing Email

Please select a Billing Email



Check Type

Please select a Check Type



Check Account Type

Please select a Check Account Type



Name on Account

Routing Number

Routing Number



Confirm Routing Number

Confirm Routing Number



Account Number

Account Number



Confirm Account Number

Confirm Account Number



☐ Set as Default 

Credit Card Profile

Billing Email

Please select a Billing Email



Name on Card

Card Number

Card Number



Expiration Month

05



Expiration Year

2026



☐ Set as Default



Enroll in Autopay

1. Select Enroll in Autopay from the Home screen

Current Balance

\$0.00

Due Date

N/A

\$ Make a Payment

Enroll in AutoPay

2. Select your payment profile

Payment Profile

Payment Profile Checking ***** 0000 ▼

3. Enroll in autopay by agreeing to terms and clicking on enroll in autopay

Enroll in AutoPay

i To enroll in PBP AutoPay, you will need to provide your account information, select an existing Payment Profile, and agree to the Payment Terms of Service. You may stop AutoPay payments at any time; however, payment may still be due.

☒ I agree to the [Payment Terms of Service](#) and authorize this payment.

➔ Enroll in AutoPay

4. After clicking "Enroll in Autopay," you should see confirmation that your account is enrolled in autopay

AutoPay - AutoPay CID: 11366

CID
11366

Account Number
0000000-0

Last Payment: No previous payments found

Next Payment: No future payments found

Payment Schedule: AutoPay

Total Amount Originally Scheduled: \$0.00

Total Amount Remaining: \$0.00

Last Modified: 5/28/2026

[Edit Plan Name](#)

5. If you return to the home page, you should see that you’re enrolled in Auto Pay.

Account Number
0000000-0

MCWC Warehouse
[REDACTED]

Service Dates
06/30/2025 - 07/31/2025

Services
Water Usage

Enrolled in paperless billing - Thanks for saving a tree. [Change](#)

Enrolled in AutoPay!

Make a One-Time Payment

1. If you do not wish to enroll in auto pay, you can make one-time payments each month by clicking the blue "\$ Make a Payment" button.

Current Balance

\$88.00

Due Date

11/20/2025

\$ Make a Payment

[Enroll in AutoPay](#)

2. Please select a payment method credit card or echeck. Please note that for credit card transactions, a fee of \$2.45 will be charged by our third-party processor for each transaction up to \$750. If your account balance exceeds \$750, you will need to complete two separate credit card transactions.

Please select your Payment Method

☒ Credit Card	  
☐ Debit Card	
Name on Card	
Card Number	
Expiration Month	05
Expiration Year	2026
Security Code	
Card Zip Code	

☐ eCheck

3. Agree to payment terms and click make payment

Review Payment

Item	Amount
Utility Payments ML Amount Due: \$70.00	\$70.00
Total Amount: Checking ***** 0000 ✓  	(\$70.00)

☒ I agree to the [Payment Terms of Service](#) and authorize this payment.

◀ Back to Payment Method

✓ Make Payment

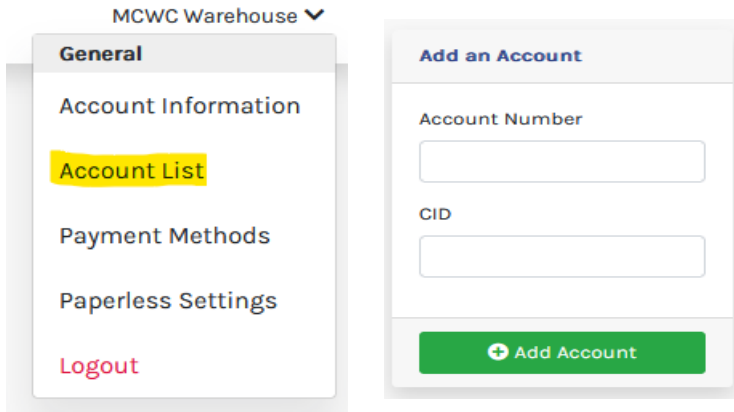
Adding other MCWC accounts

If you have multiple accounts, you can link them to your customer portal.

1. In the upper right corner, click the drop-down arrow next to your name.

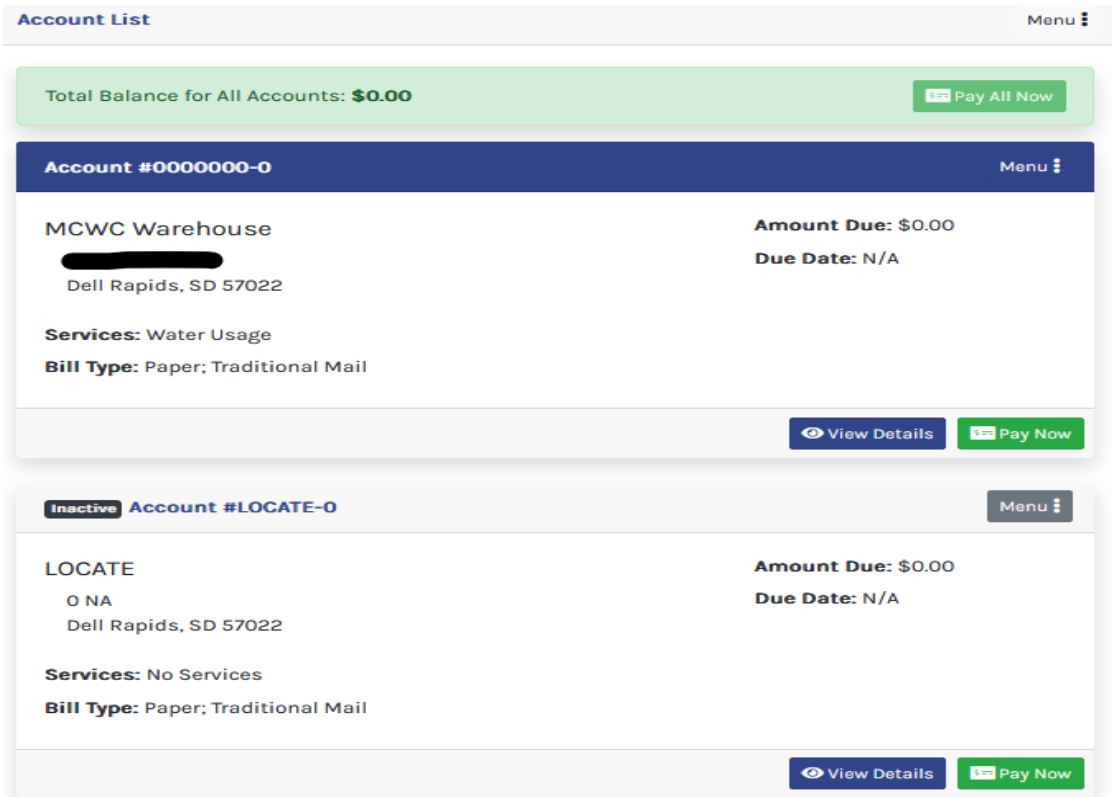
Minnehaha Community 

2. Please select "Accounts List" and add a new account using the "Add an Account" feature. Enter both the account number and the CID number.



The screenshot shows two side-by-side panels. The left panel is a sidebar menu for 'MCWC Warehouse' with a dropdown arrow. It contains links for 'General', 'Account Information', 'Account List' (highlighted in yellow), 'Payment Methods', 'Paperless Settings', and 'Logout'. The right panel is titled 'Add an Account' and contains two input fields: 'Account Number' and 'CID'. Below these fields is a green button with a plus icon and the text 'Add Account'.

3. It should now display all the accounts that you have added to your account list.



The screenshot shows the 'Account List' page. At the top, there's a green bar with the text 'Total Balance for All Accounts: \$0.00' and a green button labeled 'Pay All Now'. Below this, there are two account cards. The first card is for 'Account #0000000-0' and shows details for 'MCWC Warehouse' with a redacted address, 'Amount Due: \$0.00', and 'Due Date: N/A'. The second card is for 'Inactive Account #LOCATE-0' and shows details for 'LOCATE' with a redacted address, 'Amount Due: \$0.00', and 'Due Date: N/A'. Both cards have 'View Details' and 'Pay Now' buttons at the bottom.

Setting up Autopay for Multiple Accounts

If you haven't done so already, you'll need to add your bank or credit accounts under the payment methods. You have the ability to add more than one credit card or echeck.

1. You must enroll each individual account in autopay. From the accounts list Click on grey "Menu" button to the right of the account you would like to enroll in autopay and select manage autopay from the list. If you are using a phone, the "Menu" will appear as a grey box with three dots instead of the word "Menu."

The screenshot shows the 'Account List' interface. At the top, there's a header with 'Account List' on the left and a 'Menu' button with three dots on the right. Below this is a green bar displaying 'Total Balance for All Accounts: \$0.00' and a 'Pay All Now' button. The main content area shows an 'Inactive' account with ID '#00000000-0'. To the right of the account name is a 'Menu' button with three dots, which is circled in red. A dropdown menu is open, showing options: 'Change Bill Type', 'Manage AutoPay' (highlighted in yellow), 'Remove Account', and 'Account History'. The account details include 'MCWC Warehouse', address '47375 248th St, Dell Rapids, SD 57022', 'Services Water Usage', and 'Bill Type Paperless eBill; Email'. The 'Amount Due' is \$0.00 and the 'Due Date' is N/A.

2. Please select the payment profile you would like to use. If your preferred option is not listed, you will need to add a new payment method. If you have multiple payment methods, you can choose a backup method; however, it is not required. Click "I agree to the terms," then click "Enroll in Autopay." If you haven't set up a payment method yet, please refer to page 4 for instructions on how to do that.

The screenshot shows the 'Payment Profile' and 'Enroll in AutoPay' interface. The 'Payment Profile' section has a dropdown menu showing 'Checking ***** 5555'. Below this is the 'Enroll in AutoPay' section, which contains a light blue box with instructions: 'To enroll in PBP AutoPay, you will need to provide your account information, select an existing Payment Profile, and agree to the Payment Terms of Service. You may stop AutoPay payments at any time; however, payment may still be due.' Below the instructions is a checkbox labeled 'I agree to the Payment Terms of Service and authorize this payment.' and a blue button labeled 'Enroll in AutoPay'.

3. After you click enroll in autopay it will show that your account is enrolled in autopay.

Edit AutoPay Enrollment (MCWC Warehouse) - Minnehaha Community Water

[Back to Payment Plans & AutoPay](#)

Additional Options

- [Cancel AutoPay Enrollment](#)

AutoPay - AutoPay CID: 11366

CID 11366	Last Payment: No previous payments found
Account Number 0000000-0	Next Payment: No future payments found
	Payment Schedule: AutoPay
	Total Amount Originally Scheduled: \$0.00
	Total Amount Remaining: \$0.00
	Last Modified: 6/25/2026

[Edit Plan Name](#)

4. Click on the home tab to go back to the accounts list to do your remaining accounts. If you're on your phone click the three bars in the left corner of your phone and select home.



Edit AutoPay Enrollment (MCWC Warehouse) - Minnehaha Community Water

[Back to Payment Plans & AutoPay](#)

Additional Options

- [Cancel AutoPay Enrollment](#)

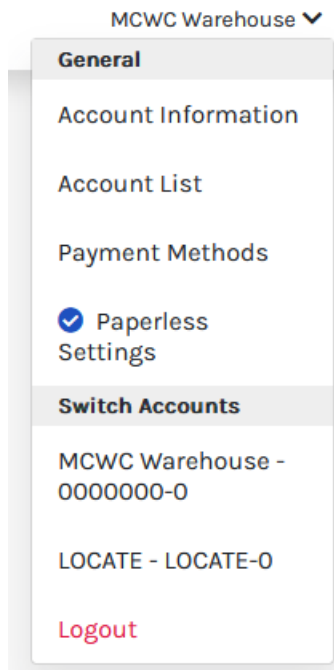
AutoPay - AutoPay CID: 49279

CID 49279
Account Number LOCATE-0

Setting up Paperless billing for Multiple Accounts

Once you have set up your multiple accounts, you can enroll all of them in paperless billing.

1. Select "Paperless Settings" from the dropdown menu under your name in the upper right corner of the webpage.



2. It will list your linked accounts. Change the eBills setting to "yes" and click "I agree."
3. You should receive confirmation that your eBill settings have been successfully saved at the top of the page.

Your eBill Settings have been successfully saved.

A screenshot of the "Linked Accounts" page. The page has a dark blue header with "Linked Accounts" on the left and "EBills Enabled" on the right. Below the header, there are two account entries. The first entry is for "00000000-0" with a "Yes" button next to it. The second entry is for "LOCATE-0" with an "Inactive" label and a "Yes" button next to it. Below the account entries is a large gray box containing terms and conditions for eBill online billing. At the bottom of the page are "I Agree" and "Cancel" buttons.

Linked Accounts EBills Enabled

00000000-0 Yes

MCWC Warehouse
47375 248th St
Dell Rapids, SD 57022

Inactive LOCATE-0 Yes

LOCATE
0 NA
Dell Rapids, SD 57022

The terms and conditions of eBill online billing require that you agree to the following:

Enrollment: If you request that we stop mailing a paper bill it will be your responsibility to check the municipalities payment website (mcwc.authoritypay.com) to obtain your bill. We'll try to send a reminder email, but understand that we don't control all aspects of email delivery and can't assure timely delivery of the email reminder.

Acknowledging Receipt: By agreeing to suspension of mailed paper bills, you agree that posting of the bill on the website will constitute your receipt of the bill for all purposes and that the bill is due and payable upon posting. We can only attempt to send the email reminder of your bill if it has a current correct email address for you and you immediately notify us of any change in your email address. If you don't check the website in a timely manner for your bill or fail to pay your bill by the due date for any reason, penalties and/or collections actions may be initiated against your account.

Email Address Updates: You may provide email address updates at any time and at no charge. We'll send a confirmation email to the new address provided. No additional messages will be sent to the old email address. To change your email address for eBill, sign into the website and manage your Profile from the menu under your online name at top right of the screen.

Payments: The printed online bill remittance stub can be used in association with mailing a check for payments. Other methods such as Bank Draft and Credit Card are also acceptable.

I Agree Cancel

View/Print your Bill

1. To view your bill, click on "View Account History" if you have a single account from the home page. If you have multiple accounts, select "View Details" for the specific account you want to check and then click "View History."

Account Number
00000000-0

Service Dates
06/30/2025 - 07/31/2025

MCWC Warehouse
47375 248th St

Services
Water Usage

⚠ Not enrolled in paperless billing. [Change](#)

⚠ Not enrolled in AutoPay.

Account #00000000-0 Menu

MCWC Warehouse
[Redacted]
Dell Rapids, SD 57022

Amount Due: \$0.00
Due Date: N/A

Services: Water Usage
Bill Type: Paper; Traditional Mail

[View Details](#) [Pay Now](#)

Charges [View Account History](#)

Water Usage	\$0.00
Total	\$0.00

2. Click on the printer icon next to the bill you want to view, and it will open as a PDF. If the printer icon is grayed out, that means it is not available for viewing.

Account History						
Showing 1-3 of 3 items.						
	Date	Type	Bill #	Due Date	Total	Balance
	08/01/2025	Bill	1009823	08/20/2025	\$0.00	\$0.00
	08/01/2025	Adjust	982043	08/20/2025	\$-1,064.50	\$0.00
	08/01/2025	Bill	982043	08/20/2025	\$1,064.50	\$1,064.50