



Roanoke Rapids Sanitary District Online Bill Pay Getting Started

www.rrsd.org

View or Pay your
Water Bill Online

1. Click on the link from the District's webpage or browse to:
<http://www.logicsolbp.com/rrsd/login.aspx>
2. Click on the "[Register Here](#)" link.
3. Input your **First Name**, **Last Name**, and **Email Address**, then click "[Save](#)".
4. An email will be immediately sent to you with a **Temporary Password**.
5. Click "[Return Login Page](#)"
6. Input your **Email Address** as your **User Name** and the **Temporary Password** you received.
7. Once you are logged into Online Bill Payment, you will be prompted to change your password. Follow the on-screen instructions to establish a new password.
8. Now you will be required to link to your account(s). Click on "[Link Another Account](#)". After Linking an account, Logoff & Log Back ON. **You are only required to link to your account the first time you sign in. Thereafter the link will already be established. (Customers with multiple accounts may link to more than one account with a single user name.)**



Link Account to Profile

This page is for linking an account to your profile. Please enter Account Number, Tenant Number, a PIN number, and an Alias of your own choosing.

Once you have linked all desired accounts, click on "**Cancel**" to access the main Account Inquiry page.

Account Number:

Tenant Number:

PIN:

Alias:

BILLING STATEMENT

ACCOUNT NUMBER	TENANT NUMBER	CYCLE NUMBER
123456789.00	98	15
SERVICE ADDRESS		
123 Main Street		
BILL DATE	DUE DATE	TOTAL DUE
01/20/2019	02/04/2019	\$23.25

9. Enter your **account number** from your bill. (Enter only the first 9 digits. Do not include the decimal.)
10. Enter your **tenant number** from your bill.
11. Enter your account **PIN**. (Your account PIN is by default the last four digits of the Social Security Number on the account. If you do not have a Social Security Number on file you will need to contact Customer Service at **(252) 537-9137** to have a PIN established for you.)
12. Enter an **Alias** for your account. (An alias is simply a name that you choose for your account that you can easily recognize rather than using an account number. Customers with multiple bills will use alias names to differentiate among accounts. The recommended alias is your address. Another example might be: 1000 Jackson St. Irrigation)
13. Click "[Submit](#)" to go to your account.

View and Pay your bill with just a few clicks!