

[Getting Started with Online Bill Pay!](#)

[**Before beginning this process, you must have your account number.](#)

[You can wait until you receive your first bill, or call our office at 985-626-5132, \(3-5\) business days after your service begins. **](#)

1. Click on the link from our website at www.h2osystemsinc.com under “**Billing and Payments**” then “**View and Pay Online**” or browse to:
<https://logicsolbp.com/h2o-systems/login.aspx>
2. Click on the “[Register Here](#)” link.
3. Input your **First Name, Last Name** (as it appears on your last billing statement) and your **Email Address**, then click “[Register](#)”.
4. An email will immediately be sent to you with a temporary password. If you do not immediately receive the email in your INBOX, please check your JUNK or SPAM folders before notifying the office.
5. Once you receive your temporary password, click “[Cancel](#)” to return to the login page.
6. Input your **User Name** and **Temporary password**. [Your User Name will be your Email Address.](#)
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. You will now be prompted to link your account. [You are only required to link to your account the first time you sign in. Thereafter the link will already be established.](#)

PLEASE NOTE: Customers with multiple accounts may link to more than one account with a single user name. Proceed with steps **9 through 12** for the first account, then click on “[Link Another Account](#)”. Continue this loop until you have entered all accounts & then proceed to Step #13.

9. Enter your **Account Number** from your bill. **This will be all numbers to the LEFT of the decimal point.**
Do not include the decimal point.
Example: **12345678.00 98**
10. Enter your **Tenant Number** from your bill. **This will be the LAST TWO digits in the Account Number field.**
Example: 12345678.00 **98**
11. Enter an **Alias** for your account then click “[Submit](#)”. [An Alias is simply a name that your 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 “Sprinkler Account” or “Home Account”.](#)
12. Click “[Cancel](#)” to go to your account.