

My Water Use

Water Usage Portal Registration

On the Saratoga Springs City website – SaratogaSpringsCity.com - go to the “My Water Use” page.

- 1) Click the link that says “[Click here](#) to access the water usage portal”
- 2) Click “Register.” You will now be on the page titled “Create New Account.”
- 3) Fill in the following fields:
 - User Name
 - Email Address
 - Password (at least 6 characters)
 - Confirm password
 - Account Number **(do not include dots)**
 - Authentication Code (find this 4 digit code on your statement or call Utility Billing)
- 4) Click “Create User.” If all previous steps have been done correctly, the “Success” page will show a large green check mark and will direct you to check your email for the registration link.

If nothing happens after clicking “Create User,” go back and make sure that the password fields match, the user name has been accepted, the email address is complete, and that no dots have been included in the account number.

- 5) Check your email for a message from no.reply@Saratoga Springs. The email will ask you to confirm your account. Confirm the account by clicking the “Click HERE” link.

Registration should now be complete and you may use your user name and password to log in to the customer portal to track your water consumption.