

Simplify Property Management

Use EWSU's Portal Designed
for Owners and Managers

The Property Manager Portal is made specifically to help property owners and managers track their property's Evansville Water and Sewer Utility (EWSU) services. Review all properties in one place and stay up-to-date with real-time account status. New and enhanced features help you spend less time managing utility services and proactively avoid mishaps with account standings.

Create Your Account

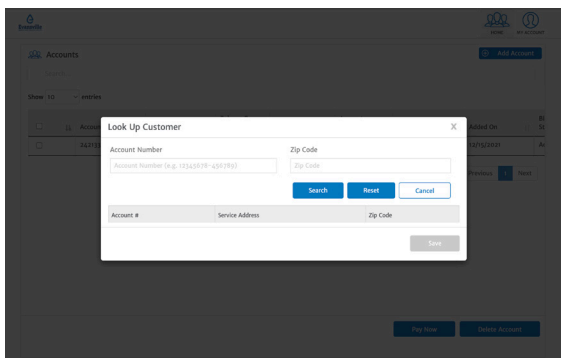
**IT'S SIMPLE AND EASY TO SET UP
AN ACCOUNT**

- 1 Visit mywater.ewsu.com/PropertyManager and click **Register**.
- 2 Enter requested information and click **Submit**.
- 3 After registering, you will receive an email to confirm your account. To activate your account, select **Click Here** in the confirmation email and complete the steps.
- 4 Once you have activated your account, log in to get started!

Already Have an Account? Log in to Add Properties.

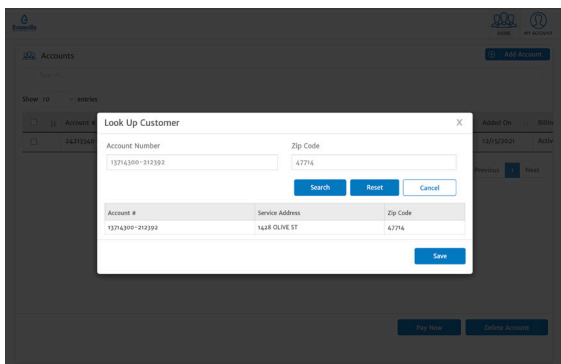
FOLLOW THE STEPS BELOW TO ADD TENANT ACCOUNTS TO THE PORTAL

- 1 Once you are logged into your account, click **Add Account** in the right corner.
- 2 Click **Look Up Account** in the pop-up box. Then enter the property account number and zip code – and click **Search**.



Account #	Service Address	Zip Code

- 3 Confirm the service address matches the account number and zip code, and click **Save**. Then click **Add Account**.



Account #	Service Address	Zip Code
13714300-312392	1488 OLIVE ST	42774

- 4 After you add the account, your properties will appear in the portal.

Portal Features

Here are a few important fields and features of the portal:

SHUTOFF STATUS

Portal filters show at a glance if account status is current, past due or disconnected. For disconnected accounts, see dates when service was turned off.

MOVE-IN DATE

Dates show when a tenant's service began.

BALANCE DUE

View current balances on tenant accounts.

ACCOUNT IDENTIFICATION

In addition to address, filter accounts by first and last name to quickly identify a tenant with their account.

PAYMENT ARRANGEMENT

See accounts with active payment arrangements and understand the end-date of payment plans.

EXPORT PORTAL INSIGHTS

Export and save a copy of account information from the portal to your own device.