



To Whom It May Concern:

We are pleased to announce that we have adopted a new accounting software that allows our customers to submit payment online via a secure online portal. This new online portal is user-friendly and easy to navigate.

We strive to make our processes more efficient but also add convenience and flexibility. The transition is simple; all you have to do is register as a new member with a valid e-mail address. Following the registration process, you will receive a confirmation email for your account login. We have attached detailed instructions on how to set up your new account. After this step has been completed, all outstanding invoices you have with the District will populate and you can select which invoices you would like to pay.

We are looking forward to this new convenient payment option and hope you enjoy the simplified process as well. Please let us know if you have any questions.

Sincerely,

SBCAPCD Accounts Receivable

Customer Account Number: \_\_\_\_\_

Last Payment Amount: \_\_\_\_\_

Subscribe to our email lists to stay informed at [www.ourair.org/subscribe](http://www.ourair.org/subscribe)

**Aeron Arlin Genet**, Air Pollution Control Officer



## Sign Up Instructions

1. Go to Online Payment Website: <https://www.municipalonlinepayments.com/santabarbaraco>
2. Click Register.



Welcome to our online payments website!

The following services are available:

- Accounts Receivable

#### Available Services

- Accounts Receivable

#### Additional Links

- Contact Us
- Terms and Conditions

3. Input registration information.

A screenshot of the Member Registration form on the Santa Barbara County Air Pollution Control District website. The form is titled 'Member Registration' and includes a link for 'Already a member? Login'. The form fields are: Email \*, Name \*, Phone Number, Password \*, and Confirm Password \*. Below the fields are two buttons: 'Create Member' and 'Cancel'. The navigation bar at the top shows 'Santa Barbara CoAPCD', 'Home', and 'Accounts Receivable'. The breadcrumb trail below the navigation bar reads 'Santa Barbara County Air Pollution Control District / Member Registration'.

4. Will received confirmation email. Go to that email and click on confirmation link. You will now be able to Login.

