# Paying Your Bill Online

To access, please go to www.regionaldistrict.com/payments, and you will need your account number (A followed by five numbers, e.g. A12345) and your four digit numerical access code (as indicated on your invoice or statement). If you cannot locate this information, please contact us at 250-469-6123 or via email at: alarms@cord.bc.ca

For your assistance, please find following, step by step instructions on how to login to our website and add your customer account to have access to your account information:
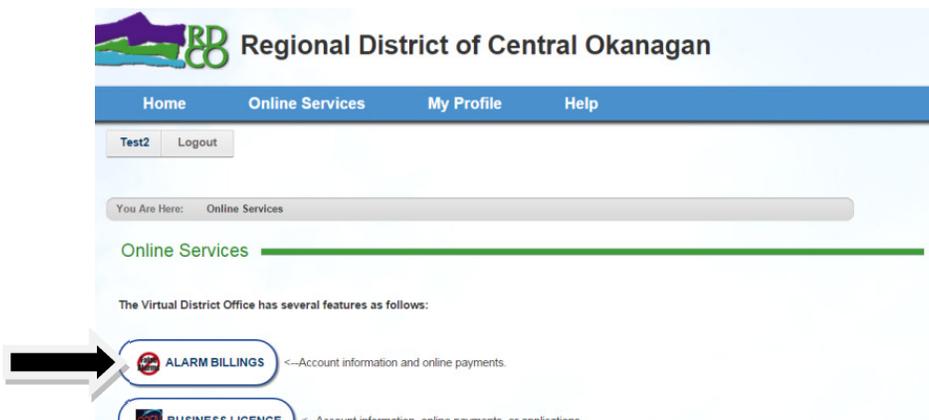
Already have an online profile, go to Step 4
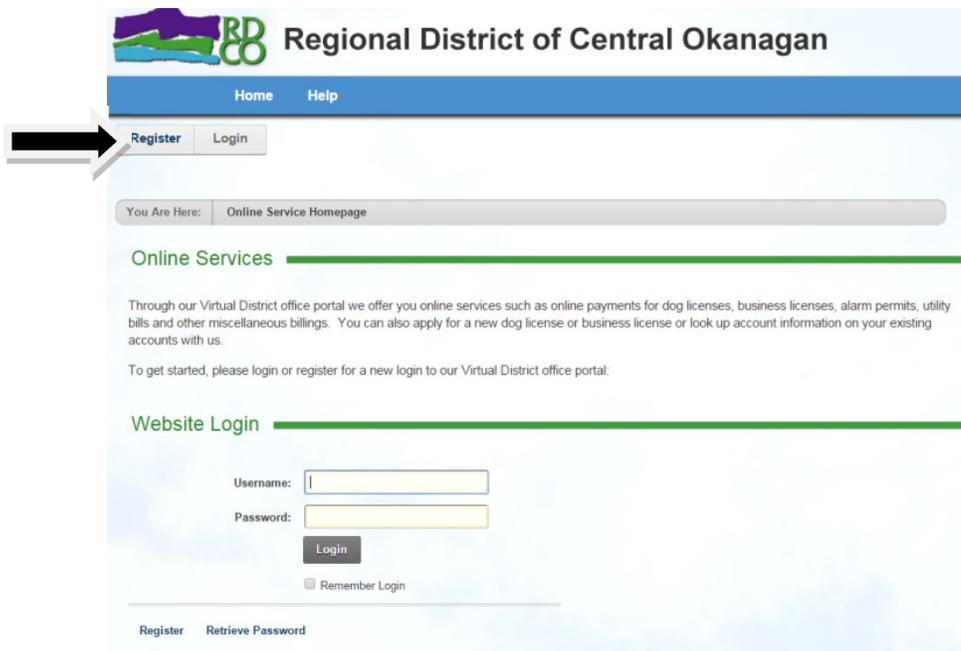
First time users
Start at Step 1

1. Select "**Register**"

Fill in required information

you will then be logged in

2. Select "**Alarm Billings**"

3. Under Account Management, you will see fields asking for your account number A##### and your access code ####

-Please enter and select "**Save**"

4. Select "**Online Services**"

5. Select "**Alarm Billings**"

6. On the next screen, your Account will appear; please click on the "**Pay Online**" tab

7. Please enter the amount you would like to pay.

8. Fill in all the required information and select the "**Pay Now**" button ONCE.

***DO NOT HIT "Back" as this could result in duplicate charges.

Thank you for paying online.