

## Multiple Property / Landlord Account Management Options

The *Property Owner* is responsible for payment of the Loxahatchee River District's (LRD) Quarterly Sewer Service Bills, just like property taxes. LRD can accept payments from any party and provides multiple options for making payment. For more information please visit LRD's website [www.loxahatcheeriver.org](http://www.loxahatcheeriver.org) under Pay My Bill, or call one of our helpful Customer Service Staff at (561) 747-5700 option 2.

Here are a few ways to efficiently manage multiple accounts through our online payment services provider - First Billing.

LRD Payment Portal: Gather your LRD bills, open your web browser, and go to <a href="https://lrd.firstbilling.com/" style="color: white;">https://lrd.firstbilling.com/</a> (or simply click this link). Select and proceed with your preferred option below:			
Option	How It Works	Considerations	Setup
A. Multiple Accounts on your Payment Portal Login	After you add the accounts, select each account from the pulldown menu to review account information and make payments using stored payment methods. Easily email bills to your Tenants.	Tenants can make payments through the Payment Portal as a Guest only.	<ol style="list-style-type: none"> <li>1. After logging into the Payment Portal, Click on Manage Accounts.</li> <li>2. Enter the Account Number and Service Zip Code for the account you want to add.</li> <li>3. Select the desired account from the pulldown menu when making a payment or viewing account history.</li> </ol>
B. Manager Account	After working with LRD staff to configure accounts, you can review information and pay on multiple accounts. <b><i>The key difference to this option is it allows a Tenant to create an account to receive eBills, review account information and make payments.</i></b>	The Owner <u>must</u> notify LRD of Tenant changes.	Owner <u>must</u> contact LRD at (561) 747-5700 option 2 to configure the accounts.
C. Tenant Only Payment Portal Access	Allows your Tenant to Create a Payment Portal Account.	The Owner cannot create a Payment Portal Account for this LRD Account (because the tenant has it). But, the property Owner will receive a printed Past Due Notice to the mailing address on record if the account is ever delinquent. Owner <u>must</u> notify LRD of Tenant changes to swich account access.	Provide the LRD Account number and zip code to your Tenant and direct them to the Payment Portal at loxahatcheeriver.org under Pay My Bill.