

BULK WATER STATION NEW USER INFORMATION



How to create a Pay4Water account:

- Go to [Pay4water.com](https://pay4water.com)
- Click on the 'Register for New Account' button
- On the New Account page, select Medford Water Commission from the Deployment drop down menu, and fill in your account information.
- Add up to two members to your account, then click on 'Continue' at the bottom of the page. Only one account per vehicle license is allowed.
- Be sure to document your Account Number and PIN for future use!



Adding money to an existing account:

- Go to [Pay4water.com](https://pay4water.com)
- Click 'Login Here'
- Select Deployment: Medford Water
- Enter Member Number
- Enter PIN
- Click 'Log in'
- Enter the Payment Amount (\$20 Minimum)
- Select Credit Card Type and Enter Credit Card Number
- Select the Expiration Month and Year
- Enter the Credit Card Code
- Click 'Submit Payment'



How to Use the Water Station:

- Connect your 2" female camlock fitting and hose to the station's male camlock fitting
- Press the 'Card' button
- Enter Member Number and press 'Enter'
- Enter PIN and press 'Enter'
- Enter volume of water desired or press the green 'Start' button to begin adding water. If you enter the volume of water, the system will shut off once it reaches entered amount.
- Press the 'Stop' button to shut off the water
- Don't forget to disconnect your hose!

! Troubleshooting: If you need help setting up a Pay4Water account, adding funds, or any other account-related issue, please contact us at (541) 774-2430, Monday through Friday, 8 a.m. to 5 p.m., or customerservice@medfordwater.org.

Connection Requirements:

Member must provide their own 2" female camlock connector and hose. Connection is made to the station's male camlock connector.

Quantity Restrictions: The maximum weekly limit is 3,500 gallons; maximum limit per month is 15,500 gallons. Once the maximum volume is reached, water will not be dispensed until a new time period begins. Water in larger volumes is available at Jackson County's facility (see below for details).

Secondary/Backup

Location: Jackson County operates a bulk water station located at 724 Antelope Road, White City (please note that if you are a new user, there is an application process and account required through the County's Roads Administration office).

Bulk Water Station Tips:

- ✓ Be ready with your hose and connector to keep the line moving.
- ✓ Keep overflows to a minimum.
- ✓ Use the 'Pause' button to switch tanks; it will pause the flow of water for 2 minutes, after which the transaction will automatically end. To resume, press the green 'Start' button.
- ✓ The display will show how much water is being added to the tank and how much money is remaining in the account. (This allows the member to know exactly how much water they will need in the future.)
- ✓ The user will only be charged for the actual water they receive.
- ✓ If the user runs out of money or reaches the maximum quantity per week/month limit, the water will shut off.
- ✓ The "\$ Desired" and "Receipt" buttons are not set up for use at this facility.