

6/29/2026

WATER E-BILLING

The Water Utility Department has begun sending your water bills to the email registered with your account. For the next three months, we will also be sending your bills via mail. If you do not have an email set up with your account, you will not receive a bill via E-Mail. If you want to receive a bill via USPS mail, or want to get an email registered, you will need to contact the water clerk @ (513) 733-5034 or dgertz@readingohio.org

To assist you, we have printed out the following screenshots for your assistance.

1. This is what the email will look like from the city. Click on the “bill online” to direct you to the online customer service portal.
 - a. Please note, you do not need to print out the bill to make payment. The email shows the amount and due date. You can drop off a check with payment amount, please add either your address or Book & Account number with payment
2. After clicking the “bill online” this is what will open. If you have already registered, just enter your username and password.
 - a. If you have not Registered, click on the “Register here” link to register.
3. Enter your information to register.
 - a. Book and Account number can be found on the initial email
 - b. “First Service Address Line” Enter the first line of your address exactly how it appears on your account in the email. For example do not shorten Road to Rd. or Street to St. Also for streets like Second, Third, Fourth, Fifth; you must right them out completely. E.G. 1019 Fourth Street not 1019 4th St.
 - c. Enter the email account associated with your water account
 - d. Click Continue to register
4. Page 4 and 5 of instructions are what the Online Portal will appear for you. You can view the amount owed on your current bill as well as prior bills and payments.
 - a. The “Pay Now” will direct you to make an online payment via credit card. Please note there is a \$3.95 charge to pay via credit or debit card.
 - b. Click the “View Bill” to open a PDF copy of the bill that you can print or save for your records.
5. PDF of the bill will look like this after you click “View Bill”

*****PAYMENT METHODS HAVE NOT CHANGED. YOU CAN DROP PAYMENTS IN THE BOX, MAIL TO THE CITY HALL OR THE PO BOX, OR COME IN PERSON.**

******IF YOU HAVE SIGNED UP FOR AUTOMATIC PAYMENT VIA ACH, THIS WILL NOT CHANGE AND YOUR PAYMENT WILL PROCESS NORMALLY ON THE DUE DATE AS ALWAYS. IF YOU WOULD LIKE TO SIGN UP FOR AUTOPAY OR HAVE ANY OTHER QUESTIONS, PLEASE CALL THE WATER OFFICE : (513) 733-5034 or dgertz@readingohio.org**

①

1 Message

 Summarize



dgertz@readingohio.org

6:29 AM

To: mail.com >

City of Reading Water Bill

Book: 26 Account: 700

The current billing statement is now available for the following service address:

 ROAD
READING OH 45215

YOU ARE ON ACH CUSTOMER, DON'T PAY

Your bill in the amount of \$91.39 on 07-16-2026.

View/Pay your [bill online](#) ① ←

* This is what your email will look like for your water bill.

① Click here to view your bill online.

Customer Online Services

A. If you are registered, login using your username and password.

Username

Username

[Forgot your username?](#)

Password

Password

[Forgot your password?](#)

Login

Don't have an account? [Register here](#)

If you do not have a registered account, click here to register.

③

Fill in the information below to
Register Your Account register.

Start the signup process by telling us a
little bit about who you are.

Book Number

Book Number 25

Account Number

Account Number 2600

First Service Address Line

(as it appears on your bill)

Fill in same as page ①
of instruction:

First Service Address Line

204 Fuhrman Road

Do not shorten.

Email

Email Account

email associated w/account

Continue

Cancel



READING

The Crossroads of Opportunity

Customer Online Services

Book 26 Account 700

Logout

██████████
██████████
██████████ UHRMAN ROAD
READING, OH 45215

After Registering, the next two pages are what your online portal will look like.

Account Summary

Account status as of 06-29-2026

Amount Due

\$91.39

[Pay Now](#)

Last bill amount due 07-16-2026

\$91.39



5)

Last bill amount due 07-16-2026

\$91.39

[View Bill](#)

** Click here to view PDF of bill to save or print.*

Last payment received 06-16-2026

\$97.19

History

Services

Account

Date	Transaction Type	Amount
06-26-2026	Bill	\$91.39
06-16-2026	Payment	\$97.19
05-28-2026	Bill	\$97.19
05-18-2026	Payment	\$91.39
04-28-2026	Bill	\$91.39
04-16-		

Reading Water Department
1000 Market Street
Reading, Ohio 45215
513-733-5034

Book: 26 Account: 700 Bill Date: 06-26-2026

PDF Copy of Bill
to print or save.

DUE BY: 07-16-2026

Amount Due: \$ 91.39

ACH Automatic Payment, Do Not Pay:

DUE AFTER: 07-16-2026

Amount: \$ 100.20

ROAD
READING, OH 45215

Service Address
ROAD
45215

*** Return this portion with your payment ***

Book: 26 Account: 700

Service Address
1143 FUHRMAN ROAD
READING, OH 45215

From: 05-05-2026
To: 06-02-2026
Bill Date: 06-26-2026
Read Date: 06-02-2026
Due Date: 07-16-2026
Next Read Date: 07-06-2026

HAPPY 4TH OF JULY!

Activity	Days	Serv Code	Service Description	Prior Reading	Present Reading	Usage	Charges
Prev Balance			05-28-2026				97.19
PENALTY							.00
Adjustment							.00
PAYMENT			06-16-2026				97.19
Applied Deposit							.00
Net Balance							.00
Bill	28	WR	MTHLY INSIDE CTY	434	437	3	17.90
Bill	28	SW	5/8" METER MTHLY	434	437	3	43.06
Bill	28	AU	ACTUAL USAGE MTHLY	434	437	3	8.70
Bill		RAW	RECYCLING/WASTE				18.43
Bill		RM	RADIO METER CHARGE				3.30
			Total New Charges				91.39

DUE BY: 07-16-2026 ACH AUTOMATIC PAYMENT
DUE AFTER: 07-16-2026

91.39
100.20