

How to Establish a Yavapai C2E account

Overview

There are three steps to establish your Yavapai C2E account:

First: Use the C2E website to create an account.

Second: Gather at least one year of water use history for your home or business.

Third: Enter your water use history into your C2E “Dashboard” account.

Once your account is established, you log in monthly to post your most recent water use and your voluntary donation.

As you begin to implement your personal water conservation program, each subsequent water bill should show a decrease in water use. Each month, you will log into your secure YC2E account and enter your recent water use. The “Dashboard” program will suggest a voluntary donation to Yavapai C2E. The donations are handled by Paypal, a secure and reliable internet payment processor. You do not need a Paypal account – secure credit card payments are perfectly acceptable.

Basic instructions are available at <http://conserve2enhance.org/how-C2E-works>

Additional detailed instructions are contained in this document. **Some tricky parts are in bold.**

If you need help at any time, email us: info@yavapaic2e.org

Set up your C2E account

1. Go to this website: <http://www.yavapaic2e.org> This is the home page for the Yavapai C2E program. Please bookmark this page in your web browser.
2. Click on the blue button: “Join Program.”
3. The next page will feature a green button “CLICK HERE TO JOIN.” Do that.
4. The next page collects data for your personal user account. Wizards at the University of Arizona securely manage this data; your email address will not be transferred or shared with others. Here is a list of the data you need to enter:
 - a. *Username* identifies you to the security system when you log in. **WRITE DOWN YOUR USERNAME.**
 - b. *E-mail address* is used by C2E for verification and optional notifications.
 - c. *First & Last Name:*
 - d. *City, State, zip:*
 - e. *Number of people* living in your household is used to calculate your water use.
 - f. *Year built* is useful to estimate the water conservation features installed at construction.
 - g. *How did you hear about us:* select the best choice from the popup list.
 - h. *Utility:* **leave it as “None” because no local utilities are cooperating with Yavapai C2E.**
 - i. *Utility name:* enter the name of your water provider.
 - j. *C2E Program:* Select “Yavapai C2E.”
5. Click on the green “Create New Account” button.
6. In a few minutes, you will receive a verification email from C2E containing a link.
7. Click on the link and enter a password for your account. **WRITE DOWN YOUR PASSWORD.**
8. This completes the setup process.

Thank you for supporting Yavapai C2E!

Gather your water use history

There are several choices:

1. Dig through your past year's water bills.
2. Contact your water provider and ask them for a history or audit. Below we have listed detailed instructions for one provider: City of Prescott. If you buy water from another city or an independent water company, you should contact them directly and ask for a history or audit. The last page of this document lists water companies for which we need instructions.
3. ***If you are on a domestic well or flat rate system, no records exist. However, we encourage you to set up an account and make voluntary monthly donations to Yavapai C2E.***

Detailed Instructions: City of Prescott

Either ask for a water history audit: email Annikki Chamberlain <annikki.chamberlain@prescott-az.gov>
OR

Get your history online:

1. You will first need to set up an online customer account. You will need a copy of your utility bill to complete these instructions.
2. Go to the web site: <http://www.prescott-az.gov/services/utility/> (or copy link and paste into your browser).
3. Click on "Pay Your Bill Online."
4. Click on "Register" or if you already have an account, log in.
5. On the Self-Registration page, enter the following information:
 - a. *User ID:* Used to log into the system.
 - b. *Re-Type user ID:*
 - c. *Password:*
 - d. *Retype password:*
 - e. *Password hint:*
 - f. *Email address:*
 - g. *Enter the validation numbers:*
 - h. Save your entry.
6. A new screen appears "Welcome to Citizen Self Service." Click on "Utility Billing."
7. **NOTE: TRICKY STEP HERE.** A new screen appears "Utility Billing Accounts." Click on "Link to Account."
 - a. ***What is the account ID?*** On your water bill, find the Account Number in the upper right corner. The account ID is the first five characters. Enter these numbers.
 - b. ***What is the CID?*** Enter the last five characters of your Account Number.
 - c. Click on the "Update" button.
8. A new screen appears with your account summary. Look in the "Services" section and click on "View Consumption."
9. Voila! Here is your one-year history. Print this page.

Enter Your Water Use History:

1. Have your 12-month water use history handy.
2. Log into your Yavapai C2E account:
 - a. Use your bookmark or go to <http://www.yavapaic2e.org>
 - b. Click on the green “Log in” button in the upper right corner.
3. A new screen appears “User Account.”
 - a. Enter your user name and password. You wrote them down, right?
 - b. Click on the green “Log in” button.
4. A new screen appears. This is your “Dashboard.”
 - a. Click on the green “upload billing data” in the upper right corner.
5. A new screen appears “Usage Data Upload.”
 - a. *Year*: enter the year.
 - b. *Month*: enter the month.
 - c. *Usage*: enter the quantity.
 - d. *Unit*: enter the units (gallons, ccf, etc).
 - e. Click on the green “Submit” button.
 - f. Repeat the above process for each month of the 12-month history.
 - g. When you have completed entering your history, click on “Dashboard” at the top of the screen.
6. The “Dashboard” screen appears. Explore the info on this screen.
 - a. Note your usage information. Divide your gallons per day by the number of persons in the household. Your goal is 35 gallons per person per day (gpcd). If you are using less than 35 gpcd: Congratulations! But, you can do better – see your next month’s use target.
 - b. Hover the cursor over the bar graph then click on the “<” or “>” symbol to cycle through the information displays.

Update your Water Use History and Donate:

1. Log into your Yavapai C2E account:
 - a. Use your bookmark or go to <http://www.yavapaic2e.org>
 - b. Click on the green “Log in” button in the upper right corner.
2. The “Dashboard” screen appears.
 - a. Enter your most recent water use data (see instructions above).
 - b. Note your usage information. Click on the green link “How to Conserve: Indoors” for tips.
 - c. Note your Donation Summary and the suggested donation amount.
 - d. Click on the green “Donate” button, and a new screen appears “Donate to a C2E Program.”
 - e. *Donation amount*: Enter the amount you wish to donate, then click the green “Donate” button.
 - f. In the next screen, enter the billing information and click on the “Continue to Next Step” button.
 - g. In the “Review Order” screen, verify the information. Your billing information should match your credit card billing address.
3. PayPal is our credit card processor. PayPal is reliable and secure. You DO NOT NEED a PayPal account to proceed, so you DO NOT NEED to Log In. However, if you do have a PayPal account, you should log in.
 - a. Click on the link “Pay with a bank account, debit or credit card, or PayPal Credit.”
 - b. Select Debit or Credit Card and enter the information requested, then “Pay.”
 - c. You will receive an email confirming your payment.

Thank you for supporting Yavapai C2E!

Detailed Instructions Not Yet Available

Sorry, we do not have instructions covering the following water companies. Please contact your provider directly, then tell Yavapai C2E how you obtained your water history so we can update these instructions.

Chino Valley Area Providers:

Town of Chino Valley Water
Appaloosa Water Co.
Mountain View MHP
H&R Enterprises
Chino Meadows II Water Co.
PacWest Properties (Mountain View MHP)
Manneken Apartments LLC
Sunset Village Mobile Home Park
Roadrunner Mobile Home Park
Quail Ridge DWID

Dewey-Humboldt Area Providers:

Humboldt Water Co.
Soft Winds MHP
Wilhoit Water Co.

Paulden Area Providers:

Abra Water Co.
Antelope Lakes Water Company
Gilpins Trailer Park

Prescott Valley Area Providers:

Hanely Park
Bradshaw Water Co.
Viewpoint SubD
Prescott Valley Municipal Water:
928-759-3020 or customeraccounts@pvaz.net

Prescott Area Providers:

Dells Water Co.
Dells View WC
Diamond Valley Water District
<http://diamondvalleywaterdistrict.com/>
Double G TP
American Ranch Water
Buffalo Run MHP
Cactus Mobile Ranch
Chino Mobil Home Ranch
Granite Dells Water Co.
Granite Mountain Water Co. Call
Granite Oaks WUA: request history @ 583-0655
Holiday Hills DWID
Inscription Canyon Ranch
Jackson Acres Water Co.
Pinehurst Water Co.
Sherman Pines HOA
Wilhoit Water Co.
Beverly Gardens Trailer Park
Highland Pines DWID