

Bulk Fill Station Instructions

New Prepaid Account Setup – Quick Guide

1. Scan the QR Code at the water fill station or visit our website
<https://www.suitutil.com/bulk-water-fill-station>
2. In the upper left corner, click **Bulk Water Fill Station Application**
3. Complete the application.
 - a. Category: **Residential-Potable**
 - b. An **Email Address** is required
 - c. Click **Apply Now**
4. You will receive on screen confirmation that **your application has been submitted**
5. You will also receive an email to confirm your account. Go to the confirmation email and click **the link**.
6. You will receive on screen confirmation that **your account confirmation is complete**
7. Click **Login Now**
 - a. Enter your User Name (Email Address) & Password
 - b. Click **Login**
8. Choose Set-up 2-Step Verification
 - a. Enter **mobile phone #**
 - b. Click **save (yes)/cancel (no)**
9. Review the Terms of Service
 - a. Scroll to the bottom of the Terms of Service
 - b. Check the **Terms of Service Box**
 - c. Click **Continue**
10. **You must add a truck to complete setting up an access code & pin number**
 - a. Click **Truck Management**
 - b. Click **New**
 - c. **Your 4-digit access code will be displayed**
 - d. Type in a **4-digit pin**
 - e. Type in a **Truck Name**
 - f. Confirm that the This Truck is Active box is checked
 - g. Click **Save**
11. **You must add prepaid money to use the station**
 - a. Click **Make a Payment**
 - b. Enter a **Payment Amount** (minimum \$5)
 - c. Click **Submit Payment**
 - d. Enter **Credit or Debit card**
 - e. Click **Pay**
 - f. **You will receive an immediate payment confirmation receipt**
 - g. Click **Continue**
 - h. **You will see the payment applied to your Account Balance**
12. Click **Log Out**

You are ready to use the residential water fill stations. Remember to use your Access Code & PIN. There is a 50-gallon minimum at the stations.