

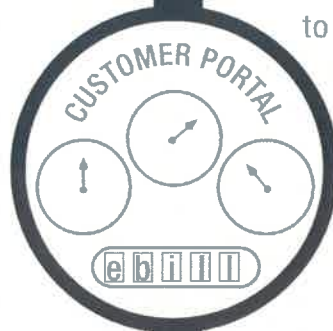


# Searsport Water District CUSTOMER PORTAL

The Customer Portal provides you with the opportunity to access your account information and activity. In addition, you will be able to pay your bills using the portal

- Create your own portal account through self-registration
- **Sign up for eBills**
- View or print your bills (current or previous)
- View your billing, payment, and adjustment history
- View your usage history
- Pay your bills via Electronic payment

the many benefits of  
**eBilling**



## Go Green, Save a Tree

If every American household used eBills and online bill pay, it could reduce solid waste in U.S. landfills by more than 800,000 tons a year and help curb the release of greenhouse gases by 2.1 million tons, according to Javelin Strategy and Research. This could also save an estimated 18.5 million trees a year!



powered by  MUNI-LINK



the CONVENIENCE of  
**RECEIVING  
VIEWING  
PAYING YOUR BILL  
ONLINE**

No more waiting for the mail. Make your life easy by receiving your bill online. Our e-Bill is a secure way to receive and view your bill online. By enrolling in e-Billing, you'll conveniently receive an e-mail when your bill is ready for viewing online. Say goodbye to paper bills and hello to convenience and less clutter!

# sign up today

go to <https://searsport.authoritypay.com/>  
and click on **Create a New Account**

## Exciting news:

### The Searsport Water District is implementing new billing software and a new customer portal!

Dear Searsport Water District Customer(s),

We are excited to announce that, as of April 1, 2026, the Searsport Water District will be using MUNI-LINK, a cloud-based utility billing software.

We chose MUNI-LINK because we believe it will provide enhanced service, greater convenience, and more reliable billing for both Searsport Water District and our customers. With this new system, you can expect:

- **eBilling:** The convenience of receiving, viewing and paying your bill online if you choose.
- **Online Access:** View your bills, payment history, usage history and account information anytime, anywhere.
- **Simplified Payments:** Multiple secure and convenient options to pay your water bill online.
- **Enhanced Communication:** Receive phone, email or text notifications and updates about your account if you choose.
- **Important:** While MUNI-LINK offers many convenient online options, we will continue to send paper bills and accept cash or personal checks either in our office or by mail just as we have in the past, for those who prefer these methods.

As part of this transition, every customer will be issued a new account number, as well as a unique Customer Identification number (CID). Your account number **and** CID are required to create your portal account through self-registration. Both your new account number and CID will appear on all invoices moving forward, so please be sure to keep them for your records.

Below is a QR code and the url that will take you right to our new customer portal where you will find attachments with enrollment instructions.

If you have any questions about the transition or need assistance with your account number and CID, please contact us M - F 7:30am – 3:30pm at 207-548-2910 or [info@searsportwater.org](mailto:info@searsportwater.org)

This upgrade is part of our ongoing commitment to serve you better and make your experience with the Searsport Water District as seamless as possible. We are confident that MUNI-LINK will help us achieve this goal.

We thank you in advance for your patience and support as we make this transition

Sincerely,

Searsport Water District



<https://searsport.authoritypay.com/>

## Signing up for the Searsport Customer Portal

By signing up for the *Searsport Customer Portal* you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment, and usage history.

1 Go to the following website:  <https://searsport.authoritypay.com>

Log In

2 Click on *Create a new account*  Not registered?

Get started today. All you need is your account number and CID from your bill. [Create a new account?](#)

### Create an Account

3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.

First Name

Last Name

Account Number

CID

Email Address

Confirm Email Address

Password

Confirm Password

Click **Create Account** 

Create Account

4 A Registration Confirmation window will appear. No action is needed on this window. The Verification Email will only be active for **4 Hours** and will require you to verify your email within that 4 hour time window.

You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

5

You will also receive an email confirmation. You must click on the link provided in this email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

<https://searsport.authoritypay.com/user/verify-registration?token>

6

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green 'Click to Verify' button to complete verification.

### Account Verification



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You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select **Login** to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

### Existing Customers

Email Address

Password

[Forgot Password?](#)

[Not Registered?](#)