

## BULK WATER STATION

## NEW USER INFORMATION

## JACKSON COUNTY ROADS

### Adding money to an existing account:

- Go to Pay4water.com
- Click Login Here
- Select Deployment: Jackson County, OR
- Enter Member Number
- Enter Pin Number
- 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

Payment can also be applied at the Road's Administration Office.

### How to Use the Water Station:

- Connect your hose to the station
- Press the Card button
- Enter member# and press enter
- Enter Pin# and press enter
- Select hose connection:
  - o #1 for the 3" connection
  - o #2 for the 2" connection
- 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

**WARNING:** Selecting the wrong number for the connection will result in water shooting out of open pipe.

### Tips:

- ✓ There are two lanes going the SAME direction. Stay in single line until the current user leaves one side of the station. While one vehicle is filling their tank, another vehicle can pull to the other side and prepare their tank for filling.
- ✓ Be ready with your hose to keep the line moving.
- ✓ Make use of both sides of the station to prepare your tank while waiting.
- ✓ Keep overflows to a minimum and make use of the drain to capture water from hose.
- ✓ Pause button will pause the flow of water for 2 minutes, after which the transaction will end. To resume press the green start button. Use the pause button to switch tanks.
- ✓ 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, the water will shut off.
- ✓ The "\$ Desired" and "Receipt" buttons are not set up for use in Jackson County.

### Connection Requirements:

Member must provide their own hose and female cam-lock connector. Connection is made to the station with a female cam-lock connector.

- 2" connection (Same size as the old station)
- 3" connection (Requires a hard/coupled connection to tank)

NOTE/CAUTION: DO NOT attempt to hold the 3" hose, it is designed to fill large tanker trucks at a rate of approximately 300 gallons per minute.

**Clarification:** Tanks are made to provide a little more than the maximum volume. A 350 gallon tank can sometimes hold roughly 370 gallons of water. It is important to trust the accuracy of the system.

**Troubleshooting:** If there are any problems, call 541-774-8184 weekdays from 8AM to 5PM.

### **Secondary / Backup Location:**

Medford Water Station: Located at City of Medford Maintenance Yard, 821 N. Columbus Ave, Medford, OR