



Roanoke Rapids Sanitary District Online Bill Pay Getting Started

www.rrsd.org



1. Click on the link from the District’s webpage or browse to:
<http://www.logicsolbp.com/rrsd/login.aspx>
2. Click on the “[Register Here](#)” link.
3. Input your **First Name**, **Last Name**, and **Email Address**, then click “[Save](#)”.
4. An email will be immediately sent to you with a **Temporary Password**.
5. Click “[Return Login Page](#)”
6. Input your **Email Address** as your **User Name** and the **Temporary Password** you received.
7. Once you are logged into Online Bill Payment, you will be prompted to change your password. Follow the on-screen instructions to establish a new password.
8. Now you will be required to link to your account(s). Click on “[Link Another Account](#)”. After Linking an account, Logoff & Log Back ON. **You are only required to link to your account the first time you sign in. Thereafter the link will already be established. (Customers with multiple accounts may link to more than one account with a single user name.)**

Link Account to Profile

*Account Number:

*Tenant Number:

*PIN:

*Alias:

First 9-Numbers of the Account Number

Last 2-Numbers of the Account Number

Tenant Number

Account Number

SERVICE ADDRESS
ACCOUNT NUMBER
12345 00000097
SERVICE PERIOD

9. Enter your **account number** from your bill.
10. Enter your **tenant number** from your bill.
11. Enter your account **PIN**. (Your account PIN is by default the last four digits of the Social Security Number on the account. If you do not have a Social Security Number on file you will need to contact Customer Service at **(252) 537-9137** to have a PIN established for you.)
12. Enter an **Alias** for your account. (An alias is simply a name that you choose for your account that you can easily recognize rather than using an account number. Customers with multiple bills will use alias names to differentiate among accounts. The recommended alias is your address as in the example above. Another example might be: 1000 Jackson St. Irrigation)
13. Click “[Submit](#)” to go to your account.