



Water Fill Station

Apply for an Account

www.villageoflombard.org/waterfillstation

1. Click the Apply for an Account tab



Apply for an account.

2. Complete the Company and Contact Information page

The screenshot shows the 'Apply for a New Account' page. At the top, there is a blue header with the 'FLOWPOINT' logo and the Village of Lombard logo. Below the header is a 'Back' button. The main heading is 'Apply for a New Account', followed by instructions: 'Use the form below to apply for a new account. Passwords are required to be a minimum of 8 characters in length. * = required field.' The form is divided into two main sections: 'Company Information' and 'Contact Information'. The 'Company Information' section includes fields for 'Company Name or Full Name*', 'Street 1*', 'Street 2', 'City*', 'State/Province*', 'Zip/Postal Code*', and 'Country*'. The 'Contact Information' section includes fields for 'First Name*', 'Last Name*', 'Email Address*', 'Phone Number*', 'Fax Number', and 'Cell Number'. At the bottom, there is a 'Human Validation' section with a reCAPTCHA 'I'm not a robot' checkbox and a 'Apply Now' button with a green checkmark icon.

3. You will receive an email from the Village of Lombard to confirm your email address.
4. The Village of Lombard will approve or deny your request for an account. Once approved (usually within 24 hours) you will receive an approval email from the Village of Lombard to log into your account.

5. Once logged into your account, click on the Truck Management tab on the left side of the screen to add your truck/tanker



6. Adding a Truck
 - a. Click → New
 - b. Follow the guidelines below:

Field	Description
Access Number	Choose four-digit number
PIN (Personal Identification Number)	Must be four digits
Truck Name	Truck Number or Unique Identifier
Description	Truck make, model, etc.
Driver	Driver first and last name
Plate #	Vehicle License Plate Number
Volume (U.S. Gallons)	Capacity of the tank

- c. Click → Save

7. Contact Lombard Public Works for any questions at (630) 620-5740.