



## CUSTOMER AUTHORIZATION FOR SAN ANTONIO WATER SYSTEM AGENCY PORTAL ACCESS

### Third Party Agency as Customer Representative

In order for San Antonio Water System (SAWS) to provide third party access (outside SAWS) to your customer account, SAWS requires the following account holder information & authorization for release.

Agency Name \_\_\_\_\_

SAWS Account Number \_\_\_\_\_

SAWS Account Holder Address \_\_\_\_\_

SAWS Account Holder Name \_\_\_\_\_

SAWS Account Holder Phone Number \_\_\_\_\_

By signing below I authorize \_\_\_\_\_

to access my San Antonio Water System account information and authorize them as my representative to act on my behalf for the following limited purposes:

Request, obtain, view my utility customer account data, including bill history, payment history, fees incurred, due date, delinquency status, balance due and current charges

The authorization is valid for (2) years from the date of signature. I understand I may cancel this Authorization at any time by submitting a written request to SAWS with a copy to the above Agency.

This Authorization provides authority to the above Agency and its authorized agents (herein after called "Agency," and I authorize San Antonio Water System to release the requested information on my account to the above Agency who is acting on my behalf. I hereby release, hold harmless, and indemnify San Antonio Water System from any liability, claim, demands, causes of actions, damages or expenses resulting from and release of information and any unauthorized use of this information by the above Agent.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

A copy of this Authorization must be maintained by the Agency and may be requested by San Antonio Water System for verification of authority to access utility account holder information