

Welcome to E-Statements!

Thank you for your interest in electronic account statements from the City of Des Moines Marina. We are pleased to make this service available to you at no additional cost. E-statements will allow you to view and retain your current statement via your personal email service only.

Acknowledgement of Consent

By signing up for E-Statement Service, you understand that your statements will include information related to your moorage and/or lease agreement. By accepting, you authorize the City of Des Moines Marina to electronically deliver your account statement(s) and important disclosures and notices about your account and Marina related activity.

This may include, but is not limited to the following:

- Your monthly statement
- Notices regarding marina updates
- Amendments to any agreements and/or disclosures governing your account

You are also agreeing to discontinue the receipt of any paper statement(s)/ notices now and in the future.

Your statement will be sent as an email attachment for your inspection on or about the last day of the month for the upcoming month's moorage. It is your responsibility to check your email and timely review your statement. In case of errors or questions about your statement, we must hear from you no later than 20 days after we sent you the FIRST statement on which the problem or error appeared. In order to send you notification of your current E-statement status, we must always have your current e-mail address on file. If your e-mail address changes, you are required to update us by emailing marinainfo@desmoineswa.gov.

Technical Equipment Requirements

To access and retain your Electronic Statement, you will need the following:

- An Internet email account and email address
- Adobe Acrobat Reader 10.0 or higher
- Access to a printer or the ability to download information if you wish to retain your own copies of your electronic statement.

Discontinuation of Service

You may simply contact us in writing at either City of Des Moines Marina, 22307 Dock Avenue South, Des Moines WA 98198 or marinainfo@desmoineswa.gov to discontinue the electronic delivery and return to standard statement delivery.

Copies of your electronic statements may be available upon request, but availability cannot be guaranteed beyond the time period required by law for public records retention.

Payment Due Date

As a reminder all fees/invoices (moorage, storage, etc.) are due by the 15th of every month.

Please print and sign that you have reviewed and understand this disclosure for e-statements:

Name: _____ Slip#: _____

Signature: _____ Date: _____