

Procedure:

How to Enroll In paperless Billing (E-Billing)

- 1 You must be logged into your online portal account to make this change
- 2 Sign up for paperless billing (e-billing)
 - .1 In the upper right corner, next to your account name, click the arrow for a drop down menu
 - .2 Select "**Paperless Settings**"
 - .3 You will see all the accounts linked to your account listed
 - .4 Change the "**No**" to "**Yes**" for each account wyou want to receive an e-bill for
 - .5 Read the Terms & Conditions
 - .6 Click the blue box with "**I Agree**"
- 3 You are now signed up for paperless billing