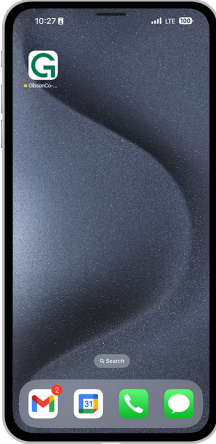
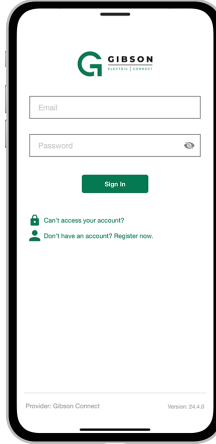


**STEP 1**



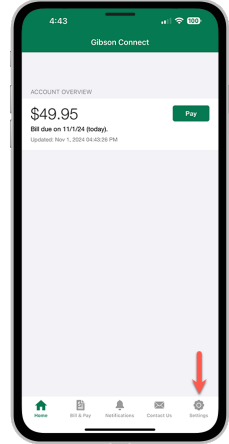
Open the **Gibson Co-ops app** on your mobile device.

**STEP 2**



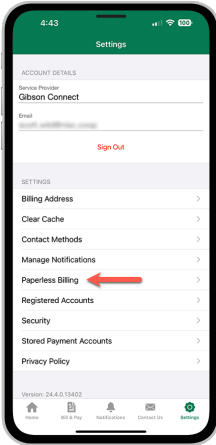
Sign in to your account using the email address and password you set up during registration.

**STEP 3**



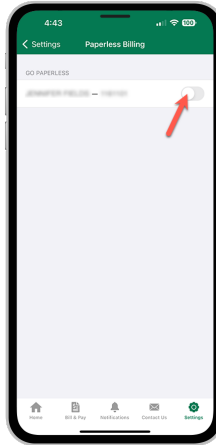
From the home screen tap on the **Settings** button in the bottom right.

**STEP 4**



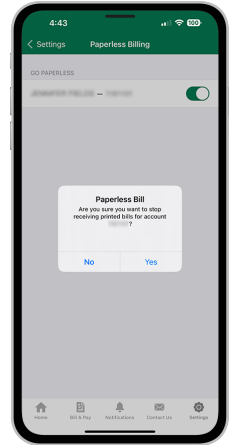
Locate and tap on the **Paperless Billing** sub-menu.

**STEP 5**



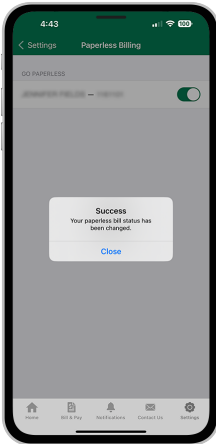
Locate the account(s) you would like to activate Paperless Billing on and **slide the toggle** to the right next to each account.

**STEP 6**



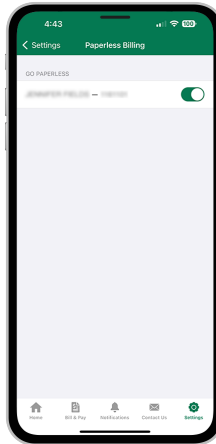
A pop-up window will ask if you are sure you want to set the account to paperless. Tap the **Yes** button to confirm.

**STEP 7**



You will then see a confirmation that the paperless bill status has been successfully changed.

**STEP 8**



**Congratulations!**  
You have successfully activated paperless billing on your account!