

# How To Activate Paperless Billing (web portal)

STEP 1



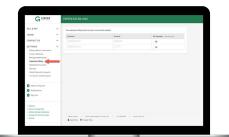
Click on the Pay My Bill links on our website.

#### STEP 2



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

# STEP 3



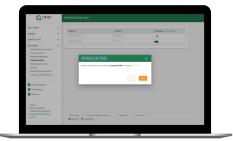
On the home screen, click on the **Settings** menu on the left and then click on the **Paperless Billing** sub-menu.

### STEP 4



Use the **Go Paperless** slider on the account to activate.

## **STEP 5**



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

#### **STEP 6**



### Congratulations!

You have successfully activated paperless billing on your account!