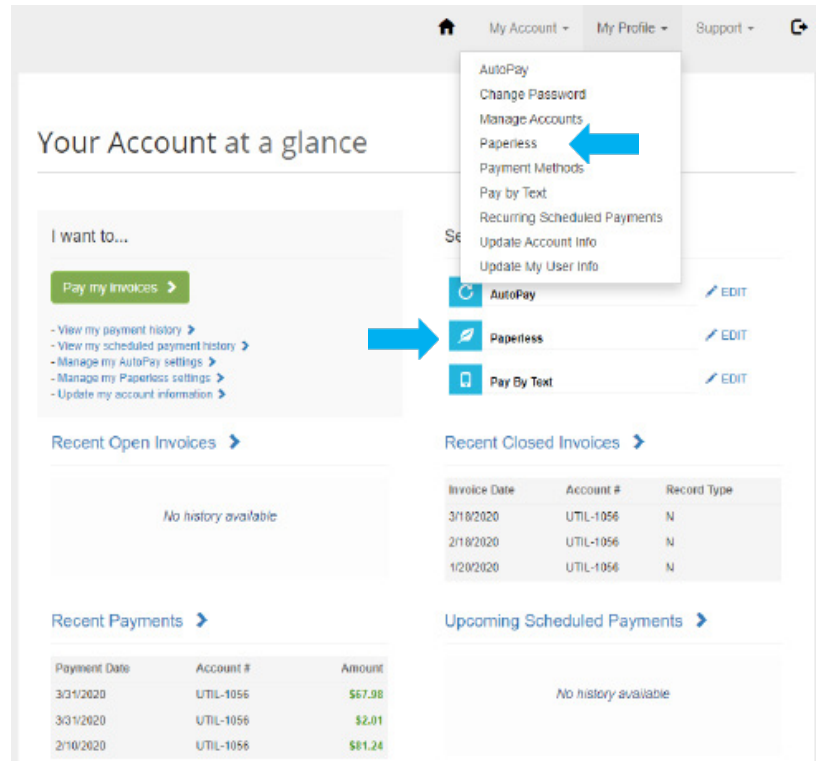


Registering for Paperless

2 EASY STEPS

1 To register for Paperless in the Payment Portal > under My Profile > select Paperless - OR - select the option from the Services menu.



2 On the Paperless setup screen select **YES** for the account(s) you wish to go paperless. Check the box to agree to the terms and conditions. Click **SAVE** my changes.

Paperless

Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments.

Account #	Type	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Status
ACC-00123	Gas	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Not Paperless
ACC-00123	Cable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not Paperless

By enabling Paperless, I agree to the [Invoice Cloud Payer Terms and Conditions](#).

i Changes to paperless settings will affect all users on the account.

Save my changes