

Paperless Registration

1. To register for Paperless in the Customer Portal>under *My Profile*>select *Paperless* or select the option from the *Services* menu.

Innovative Organization	My Account ▼ My Profile ▼ Support ▼ ► AutoPay
Your Account At A Glance	Change Password Manage Accounts Paperless Payment Methods Pay by Text
l Want To	Recurring Scheduled Payments Update Account Info Update My User Info
Pay My Invoices > Manage My Accounts >	Paperless Not Enrolled Pay By Text Not Enrolled

Or the user can access the Paperless setting by selecting **Manage My Accounts.** From the list of users, select the one to add paperless by clicking on the arrow to the left of the name and then **Edit Paperless enrollment**.

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On the *Paperless* setup screen select yes and check the box to the left of the statement, "By enabling Paperless, I agree to the <u>Invoice Cloud Payer Terms and Conditions</u> and click on Save My Changes.
 Once changes are saved the status will display a status of *Paperless*. The user is sent a confirmation email but no action is needed.

Paperless										
Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments.										
Account #	Туре	Ø	×	Status						
UTIL-1149	Utility Services	●Yes	ONo	Not Paperless						
By enabling Paperles Save my changes	s, I agree to the <u>Invoice Clo</u>	oud Payer 1	ferms and	<u>Conditions</u> .						

Paperless							
Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments.							
Your changes have bee	n saved.				×		
Account #	Туре	Ø	x	Status			
UTIL-1149	Utility Services	Yes	◯No	Paperless			
■ By enabling Paperless, I agree to the Invoice Cloud Payer Terms and Conditions.							