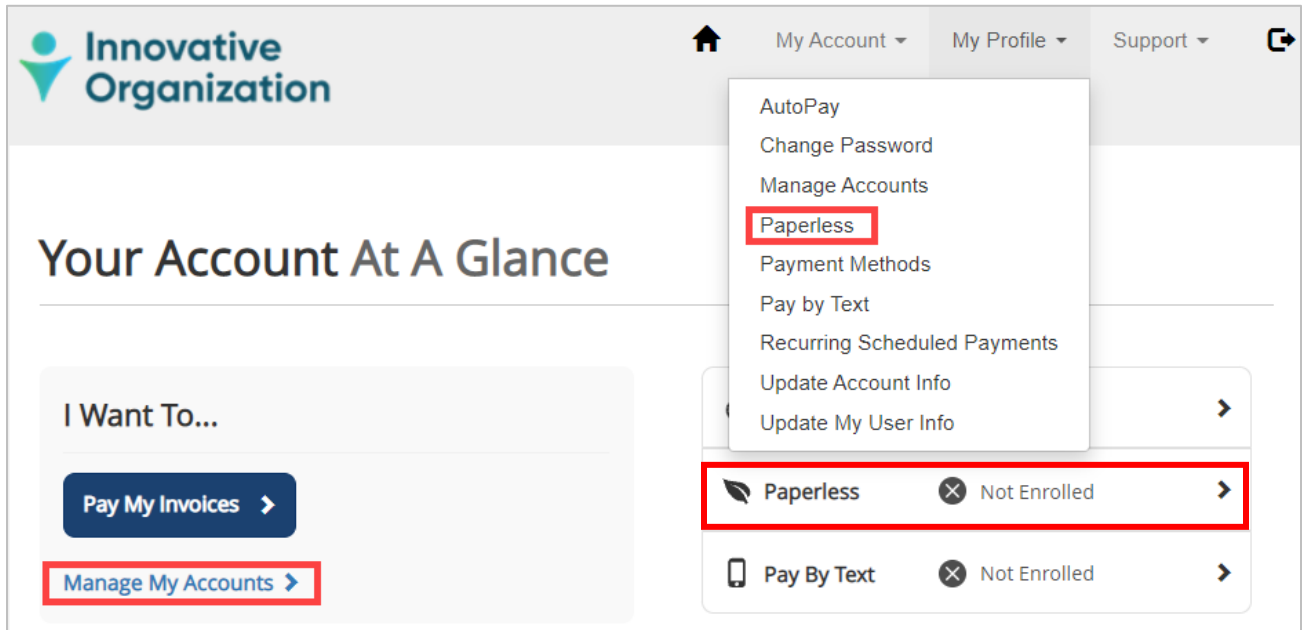
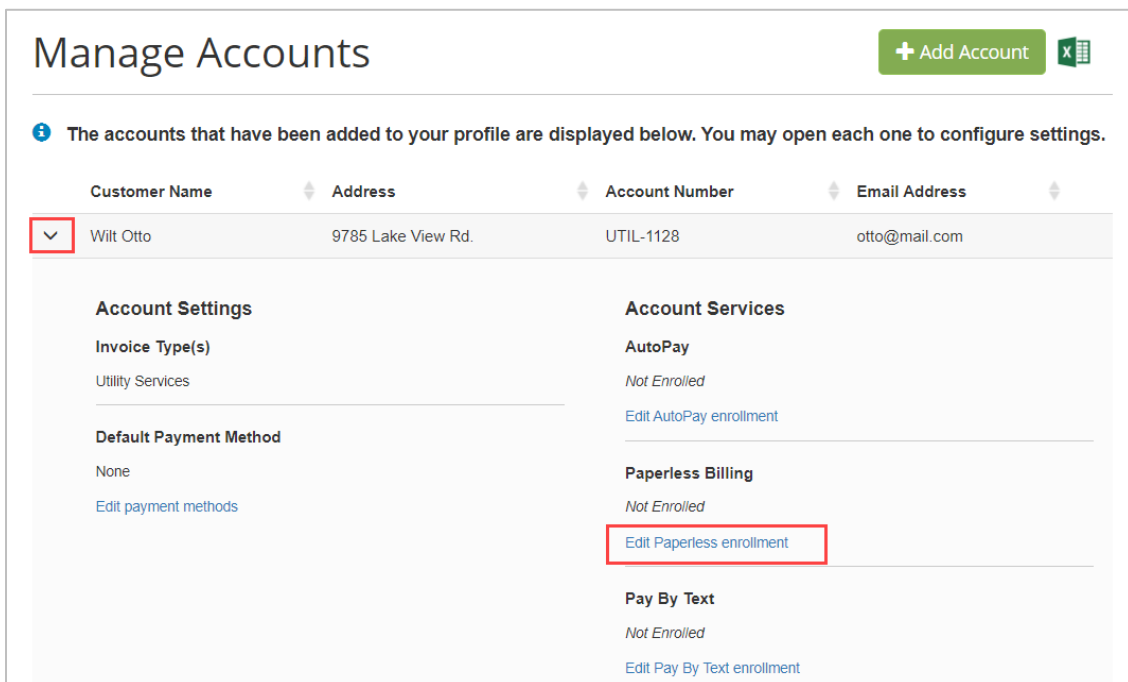


Paperless Registration

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





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**.



2. On the *Paperless* setup screen select yes and check the box to the left of the statement, “**By enabling Paperless, I agree to the [Invoice Cloud Payer Terms and Conditions](#)** 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 #	Type			Status
UTIL-1149	Utility Services	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Not Paperless

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

Paperless

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

Your changes have been saved. ✕

Account #	Type			Status
UTIL-1149	Utility Services	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Paperless

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