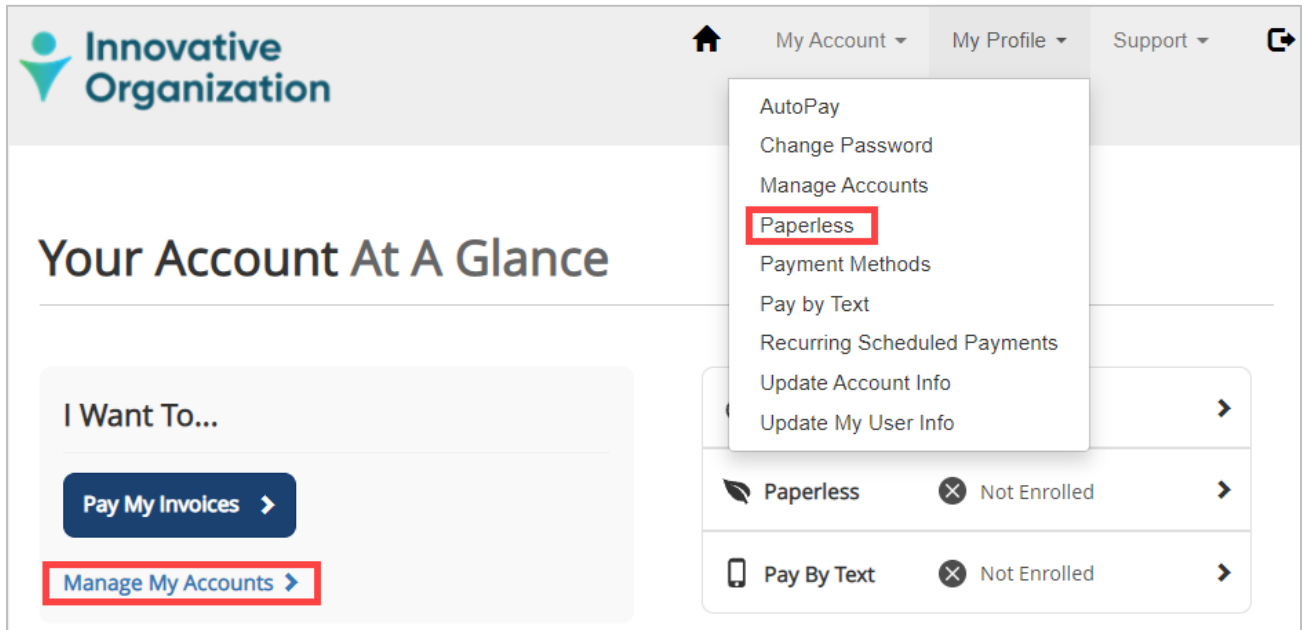
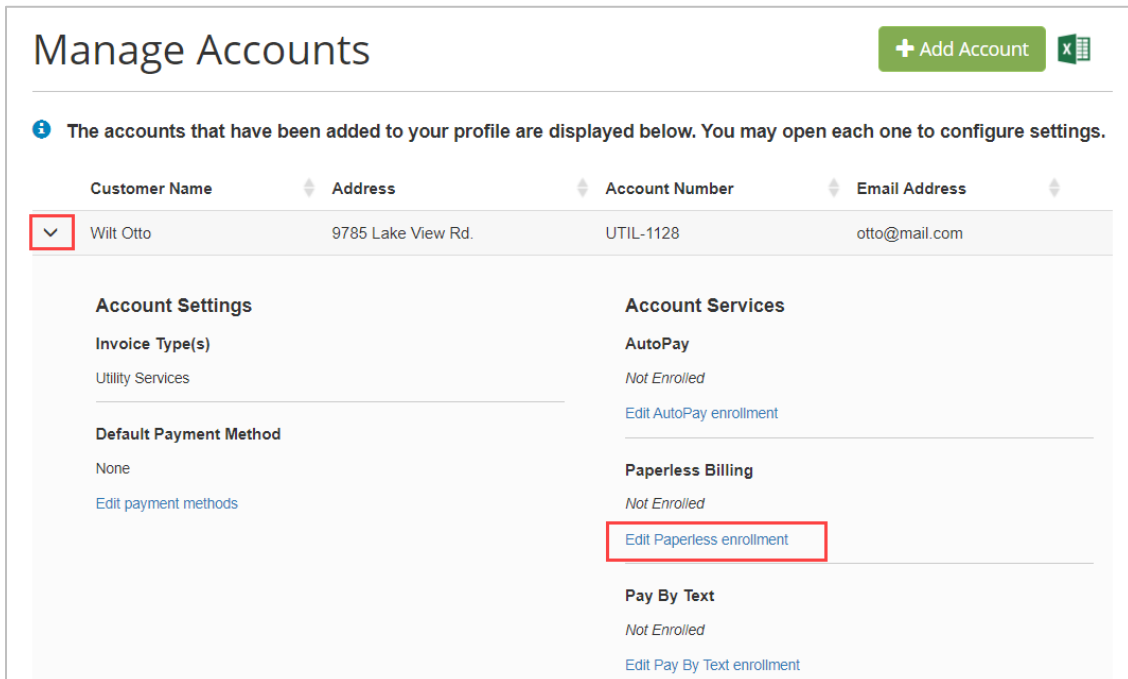


## Paperless Registration


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 but 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

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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

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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](#).