

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 ▼ ►
	Change Password
Your Account At A Glance	Manage Accounts Paperless Payment Methods
	Pay by Text Recurring Scheduled Payments
l Want To	Update Account Info Update My User Info
Pay My Invoices >	Paperless Not Enrolled
Manage My Accounts >	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 but clicking on the arrow to the left of the name and then **Edit Paperless enrollment**.

Customer Name Address Wilt Otto 9785 Lake View Rd. Account Settings Invoice Type(s) Utility Services Utility Services Default Payment Method None	Account Number UTIL-1128 Account Services AutoPay Not Enrolled Edit AutoPay	Email Address otto@mail.com	¢
Wilt Otto 9785 Lake View Rd. Account Settings Invoice Type(s) Utility Services Default Payment Method	UTIL-1128 Account Services AutoPay Not Enrolled	otto@mail.com	
Account Settings Invoice Type(s) Utility Services Default Payment Method	Account Services AutoPay Not Enrolled	S	
Invoice Type(s) Utility Services Default Payment Method None	AutoPay Not Enrolled		
Utility Services Default Payment Method None	Not Enrolled		
Default Payment Method	Edit AutoBay oprollmont		
None	Luit Auto-ay enfoiment		
Hone	Paperless Billing		
Edit payment methods	Not Enrolled		
	Edit Paperless enrollmer	nt	
	Pay By Text		
	Not Enrolled		



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> .					

🖉 Paper	ess						
Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments.							
Your changes have bee	en saved.				×		
Account #	Туре	Ø	x	Status			
UTIL-1149	Utility Services	 Yes 	ONo	Paperless			
■ By enabling Paperless, I agree to the Invoice Cloud Payer Terms and Conditions.							