

INSTRUCTIONS TO SIGN UP FOR PAPERLESS BILLING:

1. Click on View and Pay Your Bill Online (by white check mark on right side of home page).
2. Click on Register Now and enter your last name and customer number (no spaces).
3. Once a list of Invoices appears, select and click the box for the first one, scroll down and click on Register Invoice.
4. Input your Email address and confirm; Create a Password and confirm; Type in the **bold** Security Code which is displayed; Check option for Paperless Billing and click Complete Registration.
5. You will then receive a personal email and must accept terms and conditions to finalize Paperless Billing process.
6. Contact our office at 574-583-5649 with any questions.