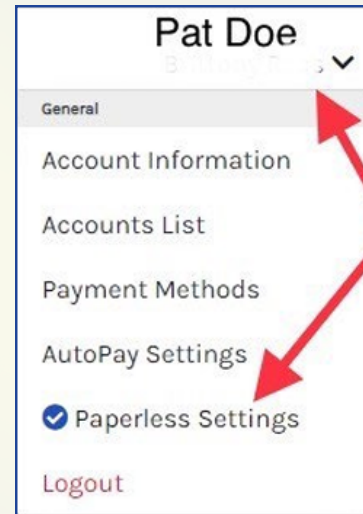


Paperless (E-Billing) Set Up Instructions

1. Click on your name in the top right corner of the screen (with the downward arrow) and click on paperless settings.



2. You'll need to click "yes" underneath the green leaf, accept the terms and conditions for enabling paperless retrieval of your bills and save your changes.

A screenshot of the "Paperless" settings page. At the top, there's a green banner that says "We have canceled your Paperless request successfully." Below this is a table with columns: "Account #", "Type", a status icon (a green leaf with a checkmark), and "Status". The table has one row with "63459-0" as the account number, "Magnolia" as the type, and "Not Paperless" as the status. Below the table, there's a checkbox labeled "By enabling paperless, I agree to the Invoice Cloud Payer Terms and Conditions." which is checked. Below that is a warning icon and text: "Changes to paperless settings will affect all users on the account". At the bottom is a blue button that says "Save my changes". Red arrows point from the "Yes" checkbox, the terms and conditions link, the warning text, and the "Save my changes" button.

3. Congratulations! You have successfully signed up for paperless billing. You should receive a confirmation of such to your email on file as well. As of this confirmation, you will receive all your billing invoices directly by email.

