1

On Your Account at a Glance page, from the My Profile drop down menu, select "**Paperless**", OR under Services, select "**Paperless**".





3	You will see a <i>confirmation banner</i> indicating "Your changes have been saved".	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 # UTIL-7014	Type Utility Services	✓ Yes	≭ ○№	Status Paperiess	
		By enabling Papertess, I agree to the <u>Invoice Cloud Payer Terms and Conditions</u>					
		Changes to paperless					
		Save my changes					