

Paperless Registration

1. To register for Paperless in the Customer Portal>under *My Profile*>select *Paperless* or select the option from the *Services* menu


The screenshot shows the 'TRAINING-TEST MCL' customer portal. The 'My Profile' dropdown menu is open, listing options such as 'AutoPay', 'Change Password', 'Manage Accounts', 'Paperless', 'Payment Methods', 'Pay by Text', 'Recurring Scheduled Payments', 'Update Account Info', and 'Update My User Info'. The 'Paperless' option is highlighted with a red box. Below the menu, the 'Paperless' option in the account services list is also highlighted with a red box.

Or the user can access the Paperless page from the **My Profile** menu, by selecting the **Manage Accounts** menu. 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**.

The screenshot shows the 'Manage Accounts' page. At the top right, there is a '+ Add Account' button. Below it, a message states: 'The accounts that have been added to your profile are displayed below. You may open each one to configure settings.' A table lists the accounts with columns for Customer Name, Address, Account Number, and Email Address. The first account, 'Wilt Otto', is selected, indicated by a red box around a dropdown arrow. Below the table, the 'Account Services' section is visible, with the 'Paperless Billing' section containing the 'Edit Paperless enrollment' link, which is highlighted with a red box.


Customer Name	Address	Account Number	Email Address
Wilt Otto	9785 Lake View Rd.	UTIL-1128	otto@mail.com

2. On the *Paperless* setup screen select yes and *save my changes*. Once changes are saved the status will display *Resend/Cancel Pending Registration*.




Paperless

Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments. [Need help with this feature?](#)

Account #	Type		Status
UTIL-1056	Utility Services	<div style="background-color: #d9ead3; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;">  </div> <div style="background-color: #fff2cc; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> ✕ </div>	Not Paperless
		<div style="background-color: #d9ead3; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> <input type="radio"/> Yes </div> <div style="background-color: #fff2cc; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> <input checked="" type="radio"/> No </div>	


✓ Save my changes



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Your changes have been saved.
✕

Account #	Type		Status
UTIL-1056	Utility Services	<div style="background-color: #d9ead3; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;">  </div> <div style="background-color: #fff2cc; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> ✕ </div>	Resend Cancel Pending Registration
		<div style="background-color: #d9ead3; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> <input type="radio"/> Yes </div> <div style="background-color: #fff2cc; padding: 5px; text-align: center; width: 30px; height: 30px; margin-right: 5px;"> <input checked="" type="radio"/> No </div>	

✓ Save my changes

3. The user is sent a confirmation email, with a link to click to complete the *Paperless* registration.

I have read and Agree to Terms and Conditions below.	<u>Complete Registration</u>
Dear Brook Ripley	
<p>Thank you for selecting paperless billing on 3/31/2020 1:26:41 PM, we're glad you'll be benefiting by reducing clutter while you are helping the environment.</p>	Account Number: UTIL-1057
<p><u>To finalize your enrollment in paperless billing, you must click on the link below to verify that you have received and read this notification</u></p>	Online Billing Privacy Policy
<p>If you have any questions about your account, please contact us at .</p>	
<p>If you prefer not to go paperless, simply do not complete registration below or go to Paperless Options in your account profile and click cancel registration.</p>	
<p><i>related email notifications, please add no-reply@invoicecloud.net to your safe senders list.</i></p>	
<p>Sincerely,</p>	
<p>Training-Test MCL</p>	
I have read and Agree to Terms and Conditions below.	<u>Complete Registration</u>
<u>Paperless Billing Terms and Conditions</u>	
<p>You have agreed to receive email notifications telling you that your bill is available to view and pay online. Instead of receiving a paper bill, you will view the same bill online. The bill (available in both pdf and html formats) can be easily printed should you need a paper copy. You understand that:</p>	
<ul style="list-style-type: none">• Training-Test MCL will stop mailing you a paper bill each billing period.• You must provide up-to-date contact information – if your email changes, you must update your online account prior to the next bill in order to receive notice of that bill availability. In the event you do not receive notification, it is your responsibility to sign in and check on the delivery of new bills.• If emails are returned as undeliverable, we reserve the right to return your billing to paper. You may re-enroll at anytime after correcting any email address errors.• Access to your current bill and history is available 24x7 through the Training-Test MCL website.	