Paperless Registration

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

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**.

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

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.	**Complete Registration**

Dear Brook Ripley

Thank you for 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.

To finalize your enrollment in paperless billing, you must click on the link below to verify that you have received and read this notification

If you have any questions about your account, please contact us at .

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.

related email notifications, please add *no-reply@invoicecloud.net* to your safe senders list.

Sincerely,

Training-Test MCL

Account Number:

UTIL-1057

Online Billing Privacy Policy

I have read and Agree to Terms and Conditions below.	**Complete Registration**

Paperless Billing Terms and Conditions
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:

- 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.