

REGISTERING FOR E-BILL

1. To register for E-Bill, you will need to have a profile created and an account linked to your profile. If you have already completed these steps, then login to your profile and click **“Update Info”** in the upper left corner. This will take you to the section where you can enroll in E-Bill.

The screenshot shows the 'Account Summary' page. In the top navigation bar, 'Update Info' is highlighted with a red box and a red arrow. The page content includes:

- Navigation: Link Another Account, Update Info, Home, Account Summary, Logout
- Account Info: Account: 320100.00, Tenant: 96
- Account Details:
 - Alias: Home
 - Account Number: 320100.00 96
 - Name: [Redacted]
 - Service Address: [Redacted]
- Billing Information:
 - Current Bill: \$287.34
 - Past Due: \$269.65
 - Adjustments: \$0.00
 - Penalty: \$70.00
 - Payment: \$644.17
 - Balance Due: \$-17.18
 - Due Date: 6/4/2010
- Buttons: Billing History, Payment Tracking, Pay Bill
- Usage History: Two bar charts labeled 'EL' and 'WA' showing energy usage over time.

2. In the next section you will select the option for **“Email”**. If you do not select Email you will automatically receive a Printed bill. Once selected, click **“Save Changes”** and you’re finished.

The screenshot shows the 'Update Personal Information' page. The 'Email' radio button is selected and highlighted with a red box. A red arrow points to the 'Save Changes' button.

You can make changes to the following personal information maintained on your account. Please click the Save changes button when you are done or Cancel to return the account inquiry page.

Home Phone:

Work Phone:

Do you prefer to receive your bill via: Email Paper Copy

Buttons: Cancel, Save Changes