

## PAPERLESS ENROLLMENT INSTRUCTIONS

### NOTE:

You will need to have completed Portal Registration before you can continue, [click here for step-by-step instructions to complete Portal Registration](#).

For best results, Chrome is recommended.

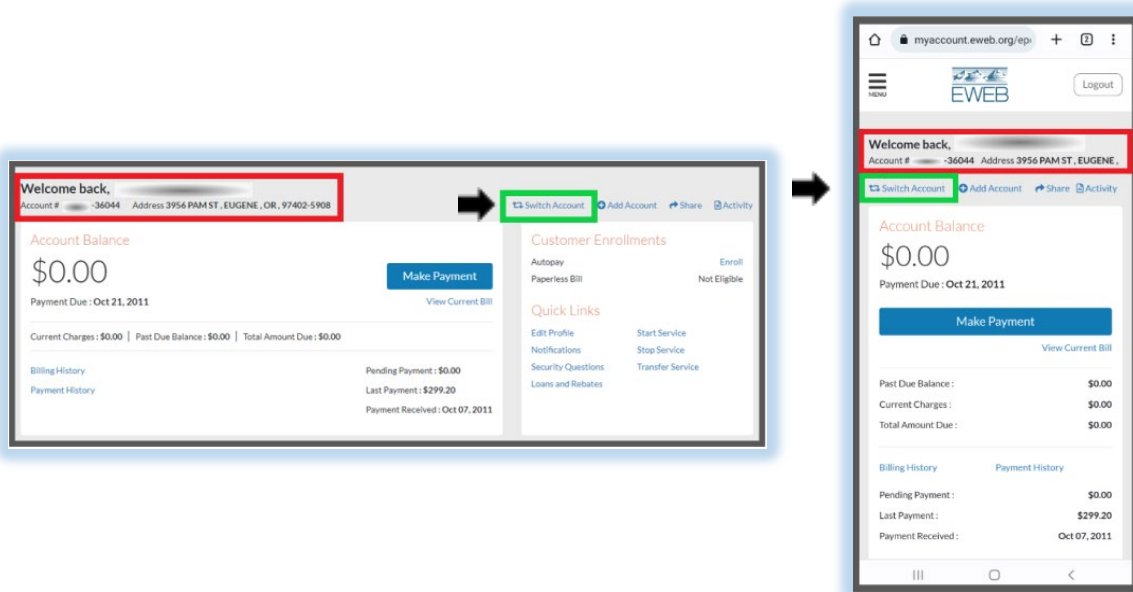
The examples are color coordinated and will not be on our website.

### Step One:

- Locate the Account Holder's name, account number and address. (Red)
- Verify this is the correct account and address you want to enroll into Paperless Bill.

Note: If you are viewing the correct account, [click here to skip to Step Two](#).

- If you are not viewing the correct account, continue with this step.
- Click on Switch Account to view all the registered accounts. (Green)



Note: If you do not see the account you want to enroll, click on Add Account. (Orange) and follow the prompts. After the account is added you will be directed to the Account Summary page. Click on Switch Accounts to return to this page.

- Locate the Account number you want to enroll. (Green)
- Click on that account number.

Note: This will return you to the Account Summary page for that account.

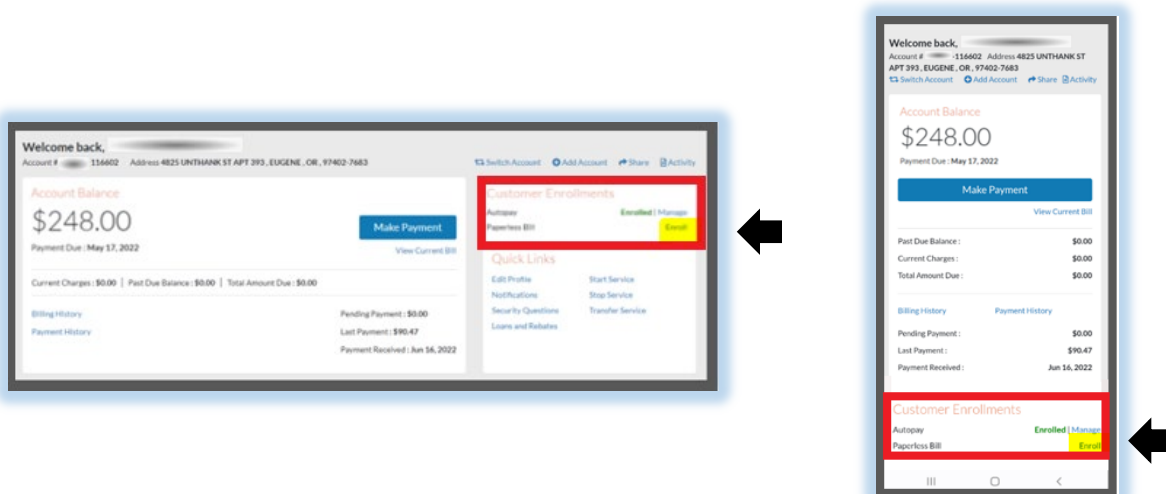


## Step Two:

- Locate Customer Enrollments. (Red)

Note: If you see the word **Enroll,** click on it to continue. (Yellow)

If you see the word **Enrolled,** Paperless Bill already has been set up on this account. If you want another account on Paperless Bill, you will need to switch accounts.



### Step Three:

- Review the Enrollment Details. (Red)
- Fill in the email address where you would like to receive notifications when your paperless bills are ready to view. (Yellow)
- Click on Terms & Conditions to read. (Dark Blue)
- If you agree to the Terms & Conditions, click on I Agree. (Green)

**Paperless Bill Enrollment**

Account # 116602 | Address 4825 UNTHANK ST APT 393, EUGENE, OR, 97402-7683

**Enrollment Details**

Reduce paper clutter and increase convenience by going paperless. When you enroll in paperless billing, we'll send you an email letting you know your bill is available for review in the customer portal.

The monthly "bill ready" email contains the following information:

- Due date
- Current charges
- Past due charges
- Account balance as of bill date

You can sign up for additional email/text reminders on the [notifications screen](#).

**Manage Paperless Billing**

Once enrolled in paperless billing, you have the ability to:

- Update the email associated with your enrollment
- Cancel your enrollment and return to a paper bill at any time

Please note, paperless billing is tied to the specific account. If you have multiple EWEB accounts, you will need to enroll each account individually.

Account # # 116602

Where would you like us to send your paperless statements?

EMAIL ADDRESS\*

portalinstructions22@gmail.com

Please review the [Paperless Billing Terms & Conditions](#). Clicking "I Agree" signifies your agreement with the Paperless Billing Terms & Conditions.

- Click on Done to return to your Account Summary. (Green)

Account # 76457 | Address 4801 AVALON ST, EUGENE, OR, 97402-1402

This account is now enrolled in paperless billing. You will no longer receive paper bills. Each month you will receive a "bill ready" email when your bill is available for review.

### NOTE:

Repeat these instructions for any additional accounts you want to enroll.

If you want Autopay, [click here to continue to Autopay Instructions to enroll](#).