



How to enroll in paperless billing and view your statement

1. Visit our online portal to enroll or log in at
2. Review the Terms and Conditions and click **I Agree**.
3. Enter your account number and ZIP code. Then click **Continue**. (See figure A.)
4. Next, set up your login credentials and click **Continue**.
5. Under **Paperless Bill Options**, check **Send me an Electronic Bill**. Insert your email address and click **Submit**. (See Figure B.)
6. Add your bank account or credit card information and click **Continue**.
7. You will be asked to verify your account information. Click **Edit** to make updates or **Continue** to confirm. You will see a confirmation screen if your enrollment is successful.
8. To view your statements, click the **Statements** tab and then **Statement History**. (See figure C.)
9. To see the details of a statement, click **View Statement**. (See figure C.)

Online Bill Pay Enrollment

Account Number* : 12345

First 5 digits of ZIP* : 48101

Cancel Continue

Figure A

Paperless Billing and Email Verification

Save trees, stamps and time
Go green with paperless billing

Go Paperless, and reduce the clutter in your mailbox each month, by reviewing and paying your bill online.

You will be notified via email whenever a new statement is available online. You can then review your bill online, print a copy for your records or save a copy for later review offline.

Paperless Bill Options

☐ Send me a Paper Bill

☒ Send me an Electronic Bill

Please provide your email address to enroll for Paperless Billing, so we can notify you when new statements are ready and also send you other notifications about activity on your account.

Email Address* : MICHELE.BENDY@ALACRITI.COM

Confirm Email Address* : michele.bendy@alacriti.com

Cancel Submit

Figure B

Account Summary Payments Alerts **Statements**

Statement History Paperless Billing

Summary information from your last twelve months billing statements is shown below. If you want to view more details select the View Details link below.

Bill Statement History
(Showing 1 to 1 record(s) of 1 record(s) found)

From Date: To Date: Search

Billing Date	Statement Balance	Due Date	Statement Details
01/30/2019	\$1,000.00	11/30/2019	View Statement

Figure C

