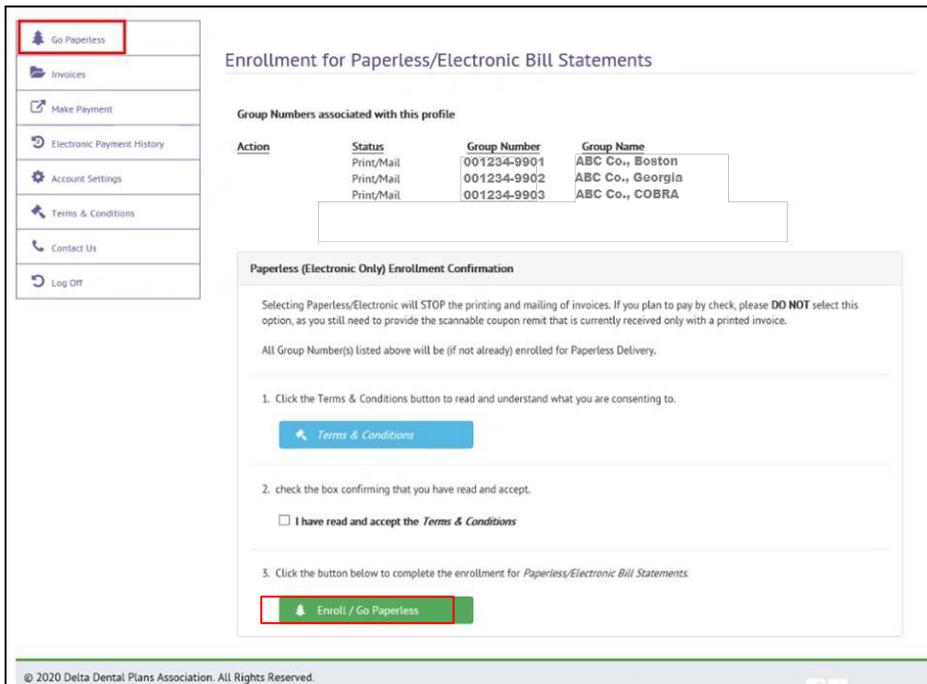


Job Aid – Go Paperless!

1. Click this option to switch from receiving paper invoices and viewing your invoices online.

Notes:

- If you sign up for paperless invoices, you will get an e-mail when your next new invoice is available.
 - You should not choose “Go Paperless” if you want to continue to pay by check. Payments by check require the remittance stub from the paper invoice that is mailed to you.
 - The “Go Paperless” menu item disappears after you have selected to go Paperless.
 - You must have an email address to Go Paperless.
 - The “Go Paperless” screen will only display the groups that are assigned to you.
2. If you have not accepted the Terms and Conditions:
 - a. Click **Terms and Conditions** to see the requirements for using this feature.
 - b. Click **I have read and accept the Terms & Conditions**.
 3. Click **Enroll/Go Paperless** to enroll all the groups that display on the **Go Paperless** screen.



Enrollment for Paperless/Electronic Bill Statements

Group Numbers associated with this profile

Action	Status	Group Number	Group Name
	Print/Mail	001234-9901	ABC Co., Boston
	Print/Mail	001234-9902	ABC Co., Georgia
	Print/Mail	001234-9903	ABC Co., COBRA

Paperless (Electronic Only) Enrollment Confirmation

Selecting Paperless/Electronic will STOP the printing and mailing of invoices. If you plan to pay by check, please **DO NOT** select this option, as you still need to provide the scannable coupon remit that is currently received only with a printed invoice.

All Group Number(s) listed above will be (if not already) enrolled for Paperless Delivery.

1. Click the Terms & Conditions button to read and understand what you are consenting to.

[Terms & Conditions](#)
2. check the box confirming that you have read and accept.

 I have read and accept the *Terms & Conditions*
3. Click the button below to complete the enrollment for *Paperless/Electronic Bill Statements*.

[Enroll / Go Paperless](#)

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Note: If there are some groups you do not want to go paperless, and you are a super user, you can click on **Unenroll** on specific groups after you enrolled them all.

- Invoices
- Make Payment
- Electronic Payment History
- Account Settings
- Terms & Conditions
- Contact Us
- Log Off

My User Account Settings

You must provide your current password to update your User Profile.

Email

Mary.Smith@mail.com

Group Numbers associated with this profile

Action	Status	Group Number	Group Name
Unenroll	Paperless	001234-9901	ABC Co., Boston
Unenroll	Paperless	001234-9902	ABC Co., Georgia
Unenroll	Paperless	001234-9903	ABC Co., COBRA