PAPERLESS ENROLLMENT INSTRUCTIONS

NOTE:

You will need to have completed Portal Registration before you can continue, <u>click here for</u> <u>step-by-step instructions to complete Portal Registration</u>.

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, <u>click here to skip to Step Two.</u>

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

						web.org/epi + 2 :
Welcome back, Account # 38044 Address 3956 PAM ST, EUGENE, OR, 97402-5908 Account Balance \$0.00 Payment Due: Oct 21, 2011 Current Charges: \$0.00 Total Amount Due; 50.00	Make Payment View Current Bit	Customer Enro Autoay Papertess Bill Quick Links Edit Profile	llments	Activity Enroll xt Eligible	T3 Switch Account O A Account Balance \$0.00 Payment Due : Oct 21	
Billing History Payment History	Pending Payment : \$0.00 Last Payment : \$299.20 Payment Received : Oct 07, 2011	Notifications Security Questions Loans and Rebates	Stop Service Transfer Service		Past Due Balance : Current Charges : Total Amount Due :	View Current Bill \$0.00 \$0.00 \$0.00
					Billing History Pending Payment : Last Payment : Payment Received :	Payment History \$0.00 \$299.20 Oct 07, 2011

- 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.

Service Accounts	EWEB	
Account # 36044(Default)	Service Accounts	
3956 PAM ST, EUGENE, OR, 97402-5908	Account #	44(1
	3956 PAM ST, EUGENE, OR, 97402-590	
Other Accounts Account # 9660		
470 WILKIE ST, EUGENE, OR, 97402-4018	Other Accounts	
	Account #	
Account # 116602 4125 UNTHANKST APT SHELDGENE OR \$7402 7663	4/0 WILRIST LUGAN, 0X, 17402-60	18
Account # 116902	Account #	502
978 HATTON AVE APT 204EUGENE OR 97404-2744	4825 UNTHANK ST APT 393EUGENE OR	97402
Account # 1365		
655 GOODPASTURE ISLAND RD APT 191EUGENE OR 97401-1534	Account #1169	902
	978 HATTON AVE APT 204EUGENE OR 9	7404-;
Account # 52083 3446 KINSROW AVE APT 107EUGENE OR 97401-7856		
3446 KINSKOW AVE APT 20/EUGENE OR 9/402-7656		
* Default account is the account whose details are shown when you login.	Account #136: 655 GOODPASTURE ISLAND RD APT 19:	
	ess GOOPRISTURE ISLAND RD APT 19 1534	EUGE
Add Account		

Step Two:

- Locate Customer Enrollments. (Red)
- Note: If you see the word <u>'Enroll,'</u> click on it to continue. (Yellow)

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

					Welcome back, Account # 116602 Addr APT 393_EUGENE_OR_97402-74 123 Switch Account O Add Account	683
Velcome back, count # 114602 Address 4825 UNTBIANK ST AP	1 293_EUGENE_OR_19402-7683	12 Switch Account O Ad	dAccount #Share BActivity		Account Balance \$248.00 Payment Due : May 17, 2022	
Account Balance \$248.00	Make Payment	Customer Enro Autopsy Pagertes Bit	Oments Enabled Manage Enable		Make Pays	ment View Current Bill \$0.00
layment Due : May 17, 2022 Current Charges : \$0.00 Past Due Balance : \$0.00 Total	View Current Bill Amount Due : \$0.00	Quick Links Edit Profe	StartService	-	Current Charges : Total Amount Due :	\$0.00
Dilling History Payment History	Pending Payment: 50.00 Last Payment: 590.47 Payment Received : Jun 56, 2022	Notifications Security Questions Loans and Robates	Stop Service Transfer Service		Billing History Pay Pending Payment : Last Payment : Payment Received :	yment History \$0.00 \$90.47 Jun 16, 2022
					Customer Enrollmer	nts Enrolled Manag

III 0 <

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)

nrollment Details	
educe paper clutter and increase convenience by going paperless. When you enroll in paperless billing stomer portal.	, we'll send you an email letting you know your bill is available for neview in the
he monthly "bill ready" email contains the following information:	
Due date	
Current charges	
Past due charges Account balance as of bill date	
ou can sign up for additional email/text reminders on the notifications screen.	
tanage Paperless Billing	
nce 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 	
lease note, paperless billing is tied to the specific account. If you have multiple EWEB accounts, you wi	II need to enroll each account individually.
ccount # # 116602	
/here would you like us to send your paperless statements?	
EMAIL ADDRESS*	
and a state of the second s	
portalinrtuctions22@gmail.com	

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



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.