Paperless Statements Guide

To manage your paperless settings:

- 1. Log in now to Online Payment System powered by Billtrust.
- 2. Select **Settings** tab on the top menu.
- 3. Select **Notification Settings** from the left menu.
- 4. Go to Paperless Setting.
- 5. Uncheck box "Receive a paper bill."

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🛪 Summary 🍽 Open	✓ Closed ② Payment History ③ Settings
Profile Settings Payment Settings Notification Settings	Notification Settings Manage your account notifications Receive an email notification when a new bill becomes available Receive an email notification reminder when a payment is due. Attach a PDF copy of the bill to email notifications
User Management Account Management Group Management	Receive payment confirmation messages Paper Setting Select whether you want to receive paper version of your bill.
	Receive a paper bill

2. To access Statements via Billtrust User Portal

- 1. Go to Open Tab.
- 2. Click **PDF icon** you desire to view the statement.

Please also refer to FAQ.

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