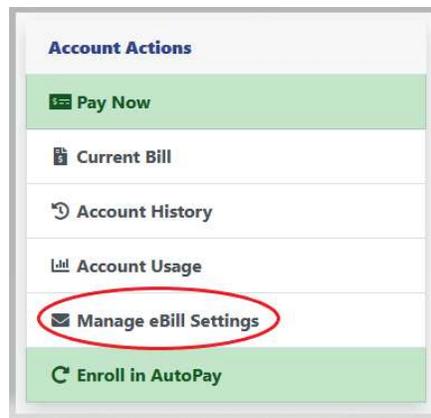


Un-Enroll From eBill

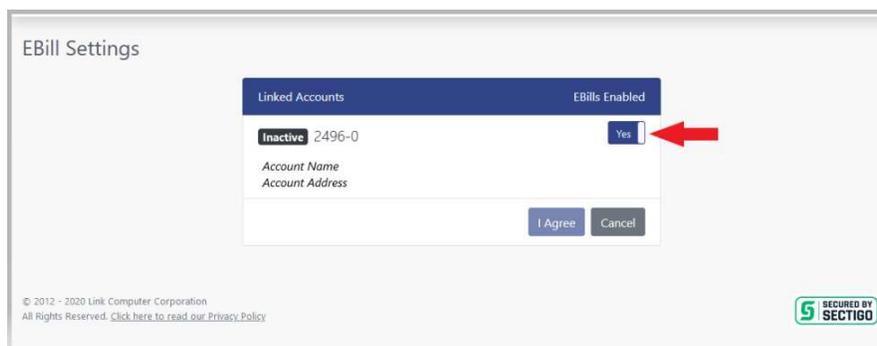
If you want to stop receiving eBills and want to switch back to receiving a paper bills through the mail, please follow the steps below.

Please note: If bills have already been processed for the month you will receive your bill however your account was designated at the time bills were processed. If you change your bill type it will take effect in the next billing.

1. Under **Account Actions** on the right side of the screen, click **Manage eBill Settings**



2. Under **EBills Enabled** you will see **Yes** if you are currently enrolled in eBilling



Un-Enroll From eBill

3. Click the button under **EBills Enabled** to change Yes to **No**
4. This will open up the eBill Terms and Agreement again (*These are the same ones you agreed to when signing up*). Scroll to the bottom of the screen and click **I Agree**

The screenshot shows the 'EBill Settings' page. At the top, there are two tabs: 'Linked Accounts' and 'EBills Enabled'. Under 'EBills Enabled', there is a toggle switch currently set to 'No', which is highlighted with a red arrow. Below this, there is a section for 'Account Name' and 'Account Address'. The main content area contains terms and conditions, including an 'Enrollment' section and an 'Acknowledging Receipt' section. A large red arrow on the right side points downwards with the text 'Scroll down to bottom'. At the bottom of the page, the 'I Agree' button is circled in red.

5. Click **I Agree**

This screenshot shows the bottom portion of the EBill Settings page. It features a section for 'Payments' with text explaining that the printed online bill remittance stub can be used with checks, and other methods like Bank Draft and Credit Card are also acceptable. At the bottom, the 'I Agree' button is circled in red. The footer includes copyright information for Link Computer Corporation and a 'SECURED BY SECTIGO' logo.

6. Once you have clicked **I Agree** you will get a green notification bar letting you know your eBill Settings have been successfully saved & it will say **No** under **EBills Enabled**
7. Click on **Accounts** on the left of the screen to return to your account main screen

This screenshot shows the EBill Settings page after the 'I Agree' button has been clicked. A green notification bar at the top of the page displays the message 'Your eBill Settings have been successfully saved.' with a red arrow pointing to it. The 'EBills Enabled' toggle is now set to 'No', also highlighted with a red arrow. On the left side, the 'Accounts' menu item is circled in red. The 'I Agree' button is also circled in red. The footer contains the same copyright and security information as the previous screenshots.

Un-Enroll From eBill

- Under **Account Details** you will now see **Bill Type: Paper; Traditional Mail**

Account Details

2496-0
Account Name
Account Address

Services: *Account Services*

Bill Type: Paper; Traditional Mail