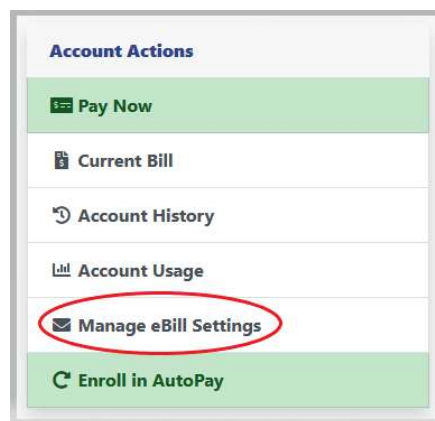


Un-Enroll From eBill

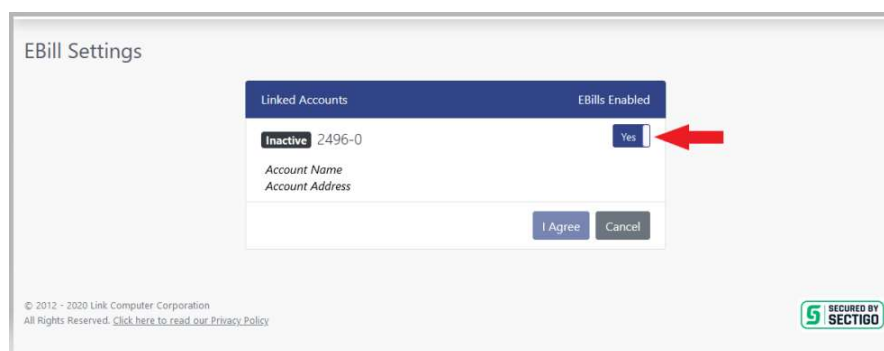
If you want to stop receiving eBills and want to switch back to receiving a paper bills through the mail, please follow the steps below.

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

A screenshot of the 'EBill Settings' form. The form has a header with 'Linked Accounts' and 'EBills Enabled'. Below this is a table with one row showing an 'Inactive' account with ID '2496-0'. To the right of the account ID is a 'Yes' button, which is highlighted with a red arrow. Below the table are fields for 'Account Name' and 'Account Address'. At the bottom of the form are 'I Agree' and 'Cancel' buttons. The footer contains copyright information and a 'SECURED BY SECTION 508' logo.

Un-Enroll From eBill

- Click the button under **EBills Enabled** to change Yes to **No**
- 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's a header with 'Linked Accounts' and 'EBills Enabled'. Below this, there's a section for 'Inactive' accounts with the ID '2496-0'. A red arrow points to the 'No' button next to the account ID. Below this, there's a section for 'Account Name' and 'Account Address'. The main content area contains the terms and conditions of eBill online billing, 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, there's a green notification bar that says 'Your eBill Settings have been successfully saved.'

- Click **I Agree**

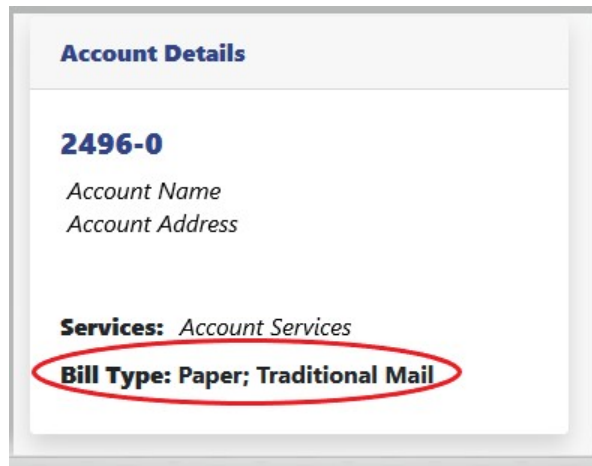
This screenshot shows the bottom of the 'EBill Settings' page. The 'I Agree' button is highlighted with a red circle. Below it, there's a 'Cancel' button. At the bottom of the page, there's a green notification bar that says 'Your eBill Settings have been successfully saved.'

- 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**
- Click on **Accounts** on the left of the screen to return to your account main screen

This screenshot shows the 'EBill Settings' page with a sidebar on the left. The 'Accounts' button in the sidebar is highlighted with a red circle. The main content area shows the 'EBills Enabled' toggle set to 'No', with a red arrow pointing to it. Below this, there's a section for 'Account Name' and 'Account Address'. At the bottom of the page, there's a green notification bar that says 'Your eBill Settings have been successfully saved.'

Un-Enroll From eBill

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



The screenshot shows a web interface for 'Account Details'. At the top, the title 'Account Details' is in blue. Below it, the account number '2496-0' is displayed in bold. Underneath the account number, the labels 'Account Name' and 'Account Address' are shown in a smaller, italicized font. Further down, the text 'Services: Account Services' is visible. At the bottom of the section, the text 'Bill Type: Paper; Traditional Mail' is highlighted with a red oval.

Account Details

2496-0

Account Name
Account Address

Services: *Account Services*

Bill Type: Paper; Traditional Mail