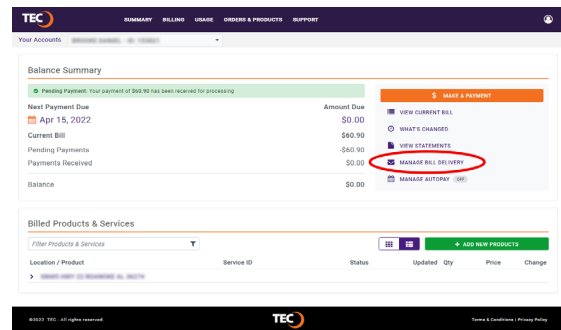




## Advanced Customer Portal How To: How To Manage Bill Delivery

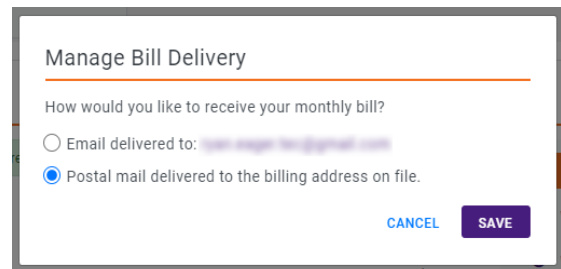
1. Once you have logged in, click the “Manage Bill Delivery” button on the right side of the Balance Summary section of the dashboard.



2. The “Manage Bill Delivery” modal window will appear listing your available delivery options.

Available options:

- a. Email delivery – a notification will be sent to your email address letting you know when your monthly statement is available.
- b. Postal mail delivery – a paper copy of your statement will be mailed to your billing address.



*Note: If the email address you wish to have your notification sent to is not listed, please contact Customer Care.*