

## 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.

Balance Summary				
Pending Payment: Your payment of \$60.90 has been received for processing			S MAKE & PAYMENT	
ext Payment Due		Amount Due	VIEW CURRENT BUL	
Apr 15, 2022		\$0.00	WHAT'S CHANGED	
urrent Bill		\$60.90		
Pending Payments		-\$60.90	VIEW STATEMENTS	
Payments Received		\$0.00 🤇	MANAGE BILL DELIVERY	
lalance		\$0.00	MANAGE AUTOPAY (64)	
silled Products & Services				
Filter Products & Services T		l	+ ADD NEW PRODUC	TS
Location / Product	Service ID	Status	Updated Qty Price	Chang
TRANSFORMENT DE REGISTRES AL INCOM				

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

Available options:

- Email delivery a notification will be sent to your email address letting you know when your monthly statement is available.
- 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.

## Manage Bill Delivery How would you like to receive your monthly bill? Email delivered to: Postal mail delivered to the billing address on file. CANCEL SAVE