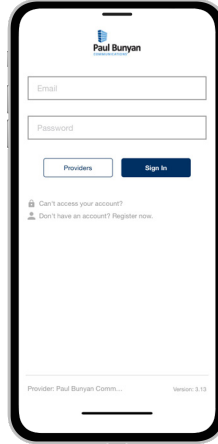


**STEP 1**



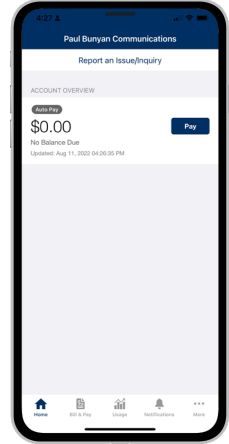
Open the app on your mobile device.

**STEP 2**



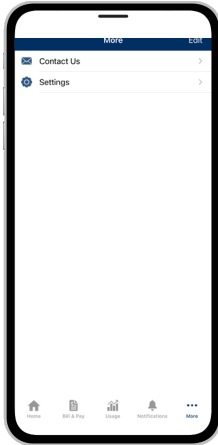
Sign in to your account using your email address and password.

**STEP 3**



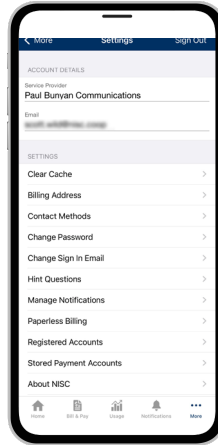
From the home screen tap on the **More...** button in the bottom right.

**STEP 4**



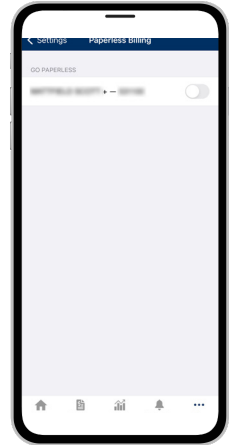
Locate and tap on the **Settings** menu.

**STEP 5**



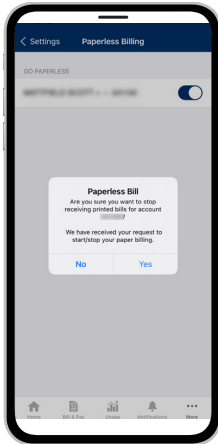
Locate and tap on the **Paperless Billing** sub-menu.

**STEP 6**



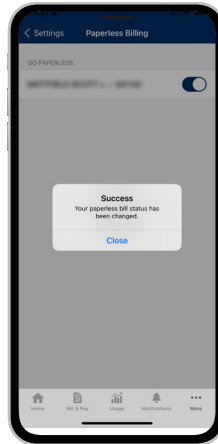
Locate the account(s) you would like to activate Paperless Billing on and slide the toggle to the right next to each account.

**STEP 7**



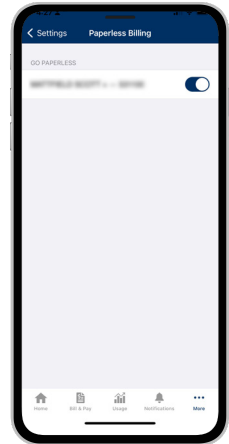
A pop-up window will ask if you are sure you want to set the account to paperless. Tap the **Yes** button to confirm.

**STEP 8**



You will then see a confirmation that the paperless bill status has been successfully changed. Tap the **Close** button to finish.

**STEP 9**



Congratulations! You have successfully activated paperless billing on your account!