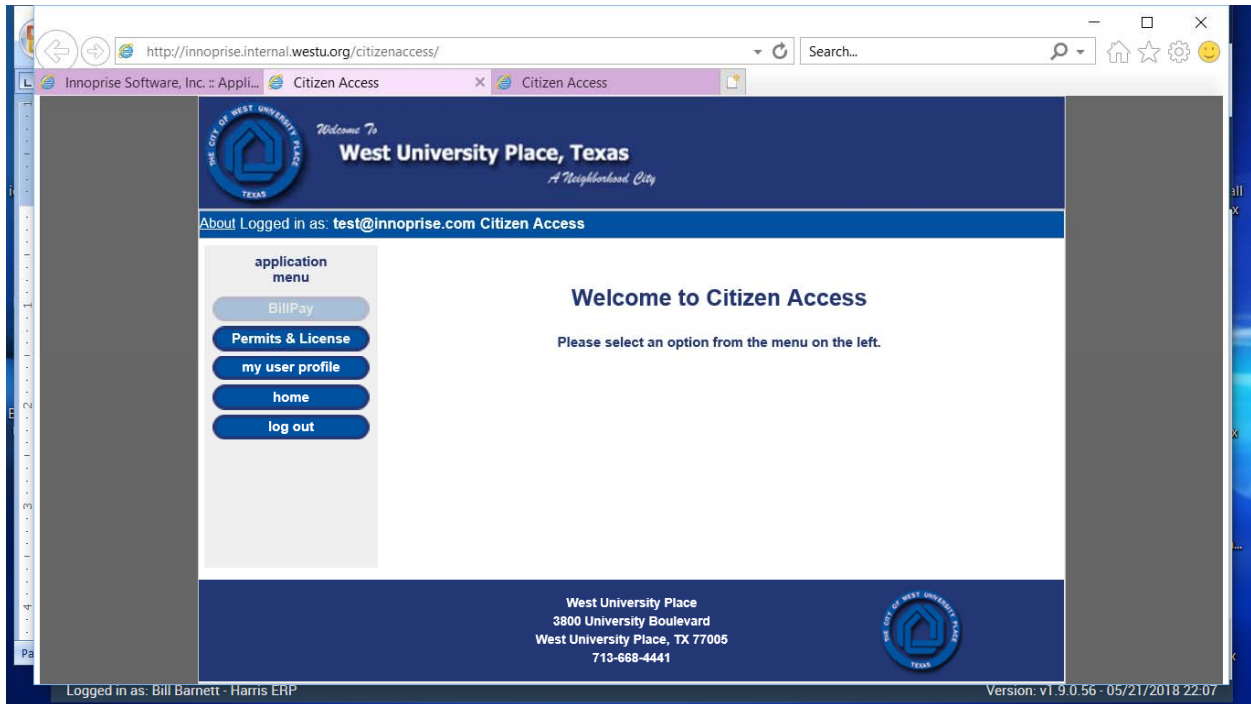
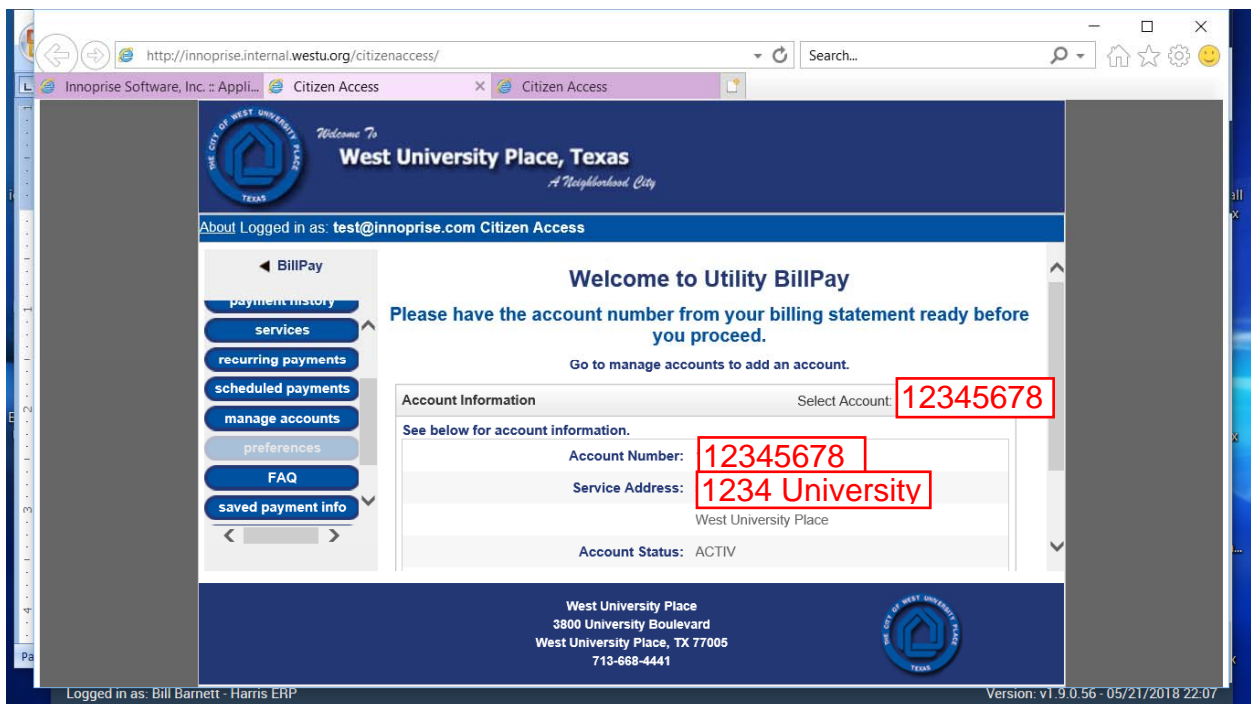


User set up:

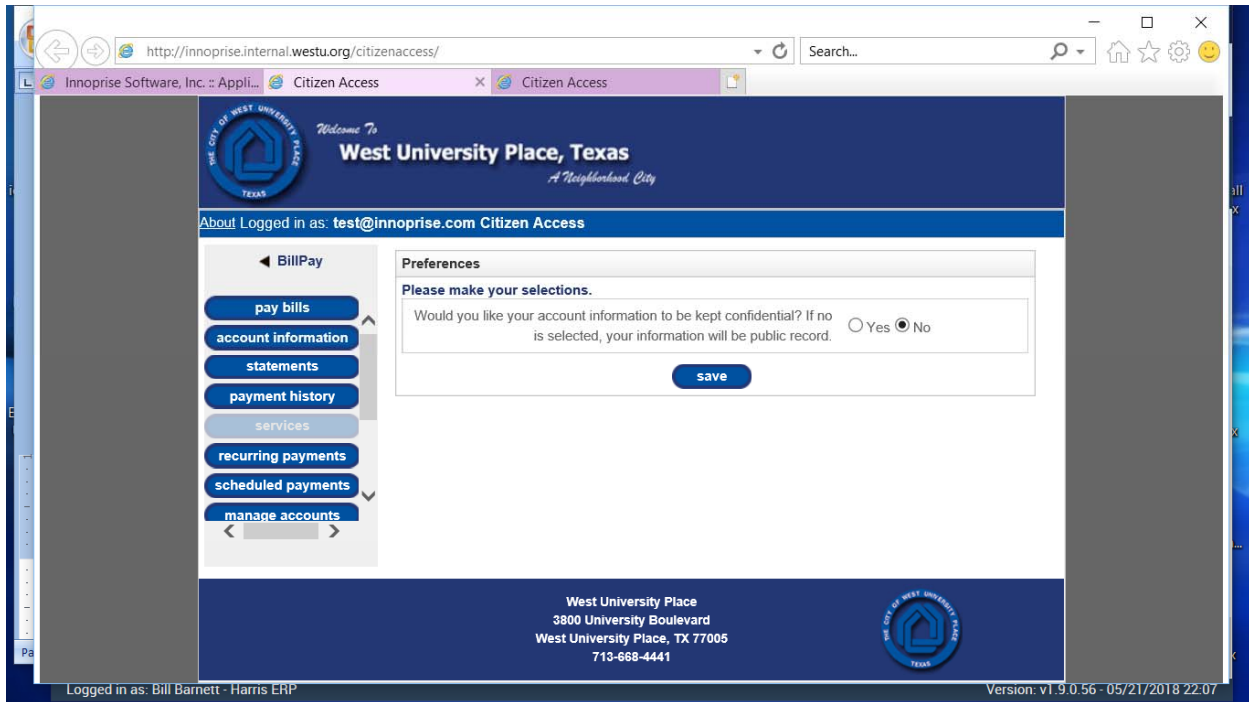
Log into your CA account and click on the BillPay button:



On the BillPay page click on the preferences button:



This is what the page looks like now (before you enable the statements option):



After enabling the option this is what the user will see. To stop receiving printed statements from CIS the user will need to click on the Yes button for "Would you like to receive electronic statements" and then click on the save button. Upon saving the customer's CIS account should now have the bill delivery method set as electronic.

