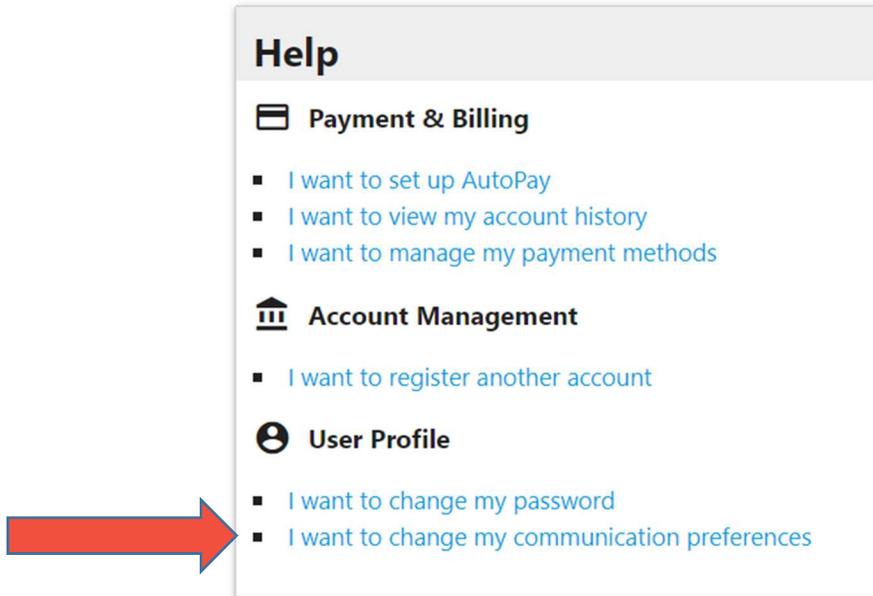
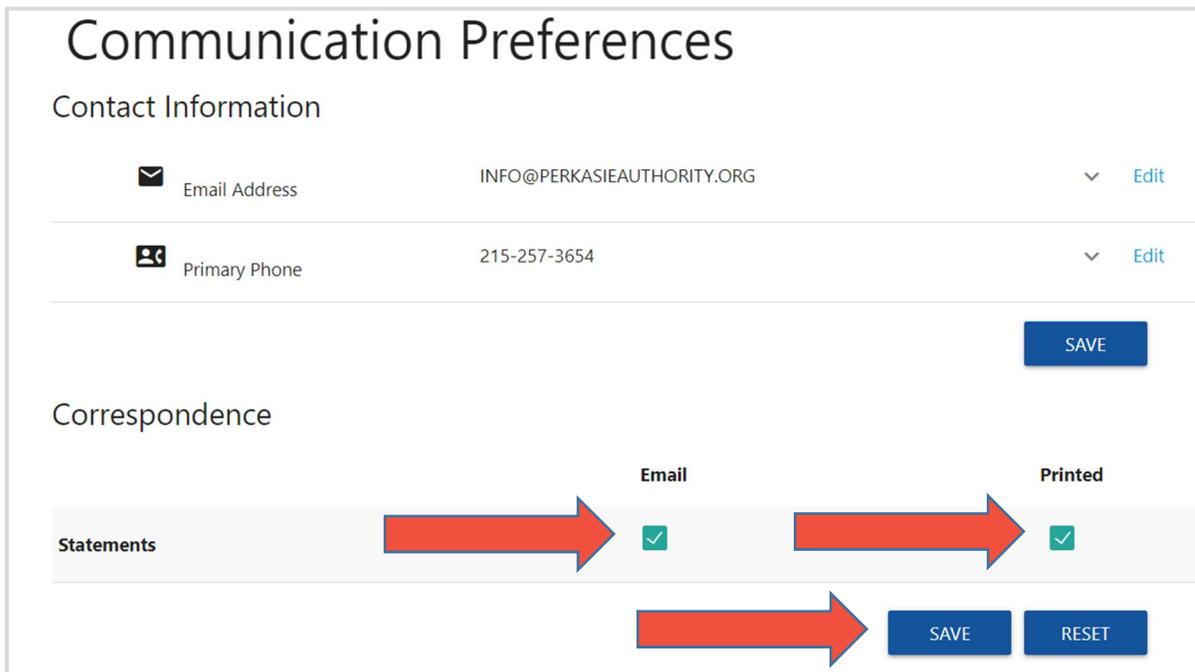


# E-Bill Setup Instructions

1. Login to the online payment portal.
2. On the Homepage of the payment portal, there is a Help box to the right. Under User Profile, select “I want to change my communication preferences” (See Below).



3. Under Correspondence, please select your preferred billing method (See below). If you would like to receive a printed copy along with an e-mailed copy, please make sure both boxes are checked. If you would like to only receive an e-mailed copy, uncheck the printed box.  
*Note:* If you select e-mail, please make sure your e-mail address is up to date under contact information.
4. Once the billing method is selected, click the save button below your selection.



Thank you!  
Perkasie Regional Authority Staff