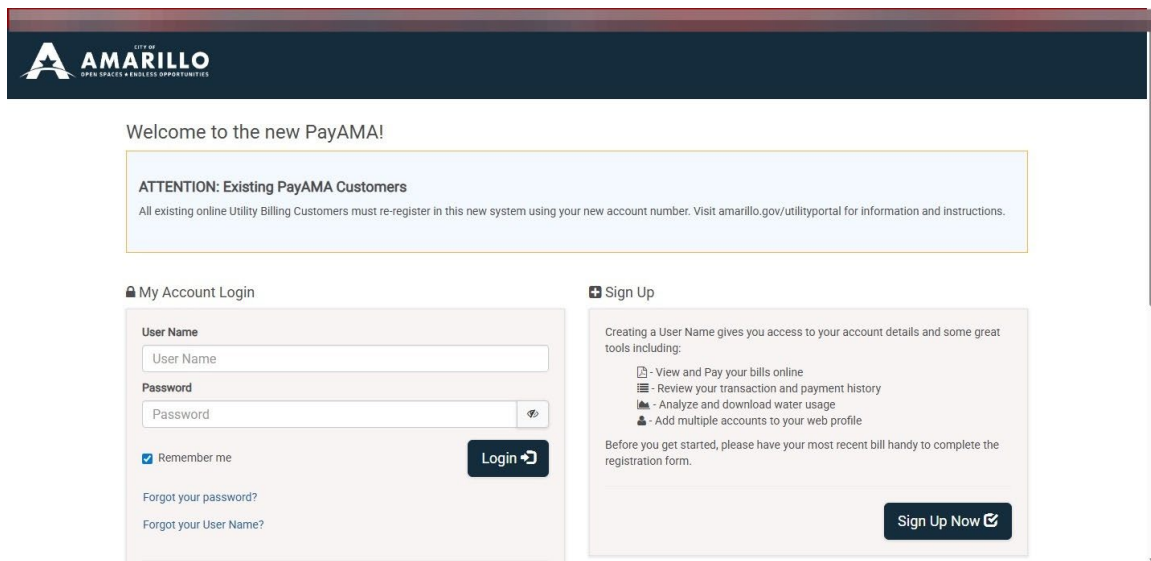


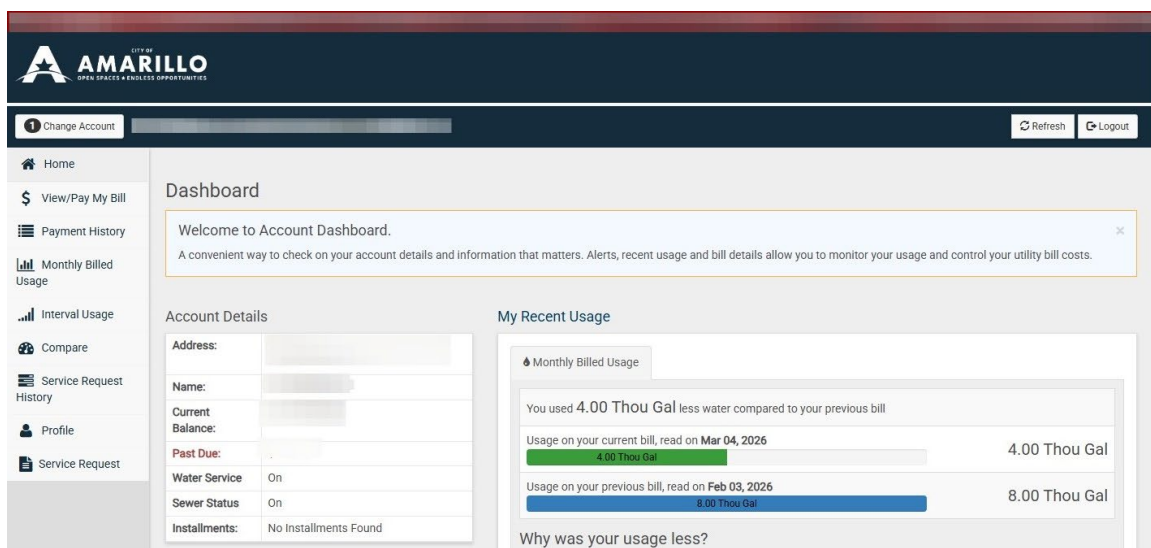
How to Enable Paperless Billing Through Our New Customer Portal

Follow this guide to switch to paperless billing and manage your statement preferences online. This process helps reduce paper waste while ensuring you receive your eBill notifications conveniently.

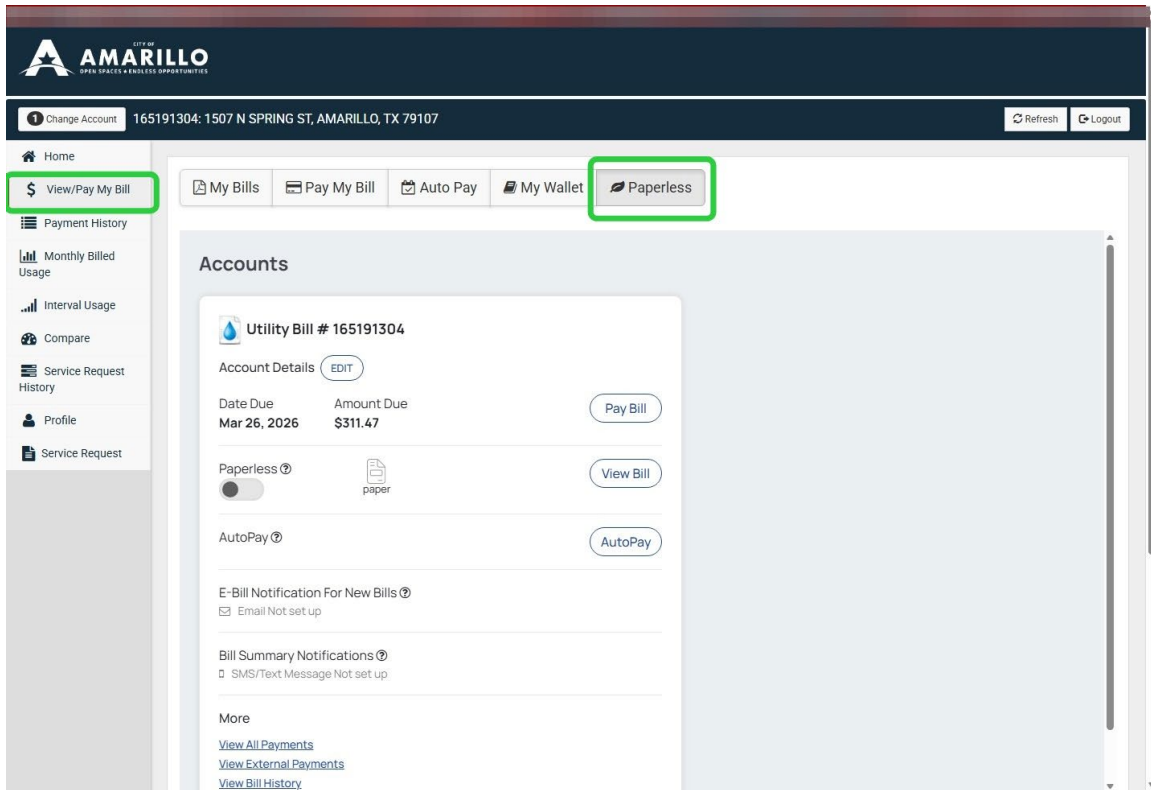
1. Login using your username and password.



2. You will be brought to the dashboards home screen.



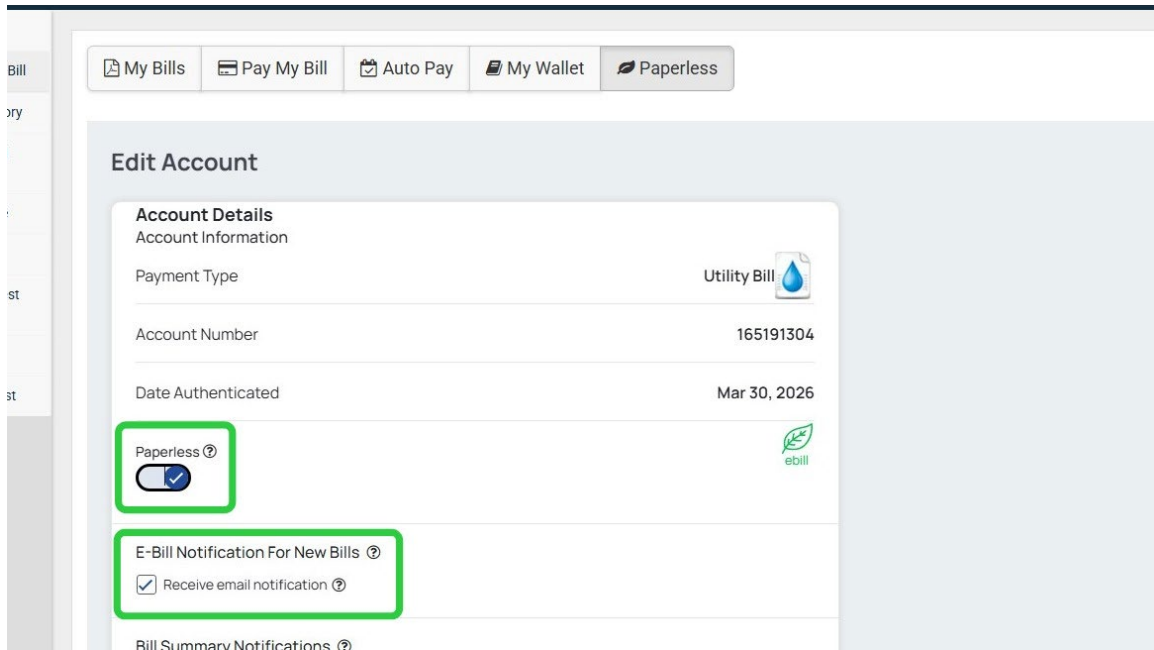
- Using the tabs on the left side of the screen select view/pay my bill. At the top of the screen also click on the paperless tab.



4. Click the paperless option turning on and moving the tab over to the right and it will be highlighted blue.

The screenshot shows the City of Amarillo website's account management interface. At the top, the City of Amarillo logo is displayed with the tagline "OPEN SPACES • ENDLESS OPPORTUNITIES". Below the logo, the account number "165191304" and address "1507 N SPRING ST, AMARILLO, TX 79107" are shown. A navigation menu on the left includes options like Home, View/Pay My Bill, Payment History, Monthly Billed Usage, Interval Usage, Compare, Service Request History, Profile, and Service Request. The main content area is titled "Edit Account" and contains several sections: "Account Details" with "Account Information", "Payment Type" (Utility Bill), "Account Number", and "Date Authenticated" (Mar 30, 2026). A "Paperless" toggle switch is highlighted with a green box, and a "paper" icon is visible next to it. Below this are sections for "E-Bill Notification For New Bills" (with a checkbox for "Receive email notification") and "Bill Summary Notifications" (with a checkbox for "Bill Summary - Pay By Text"). At the bottom, there are "BACK TO ACCOUNTS" and "SAVE" buttons.

5. Selecting the paperless option will automatically enable email notifications to the email listed on your profile.



6. Click save to keep your selections.

The screenshot displays the City of Amarillo online account management interface. At the top, the City of Amarillo logo is visible with the tagline "OPEN SPACES • ENDLESS OPPORTUNITIES". Below the logo, the account number "165191304" and address "1507 N SPRING ST, AMARILLO, TX 79107" are shown. A navigation menu on the left includes options like Home, View/Pay My Bill, Payment History, Monthly Billed Usage, Interval Usage, Compare, Service Request History, Profile, and Service Request. The main content area is titled "Edit Account" and contains the following details:

- Account Details**
 - Account Information**
 - Payment Type: Utility Bill (with a water drop icon)
 - Account Number: 165191304
 - Date Authenticated: Mar 30, 2026
 - Paperless: (with an "ebill" logo)
 - E-Bill Notification For New Bills: Receive email notification
 - Bill Summary Notifications: Bill Summary - Pay By Text

At the bottom of the form, there are two buttons: "BACK TO ACCOUNTS" and "SAVE". The "SAVE" button is highlighted with a green border, indicating the final step in the process.