

# How to enroll in paperless billing

You must first sign up for online services to enroll in paperless billing. Navigate to [bit.ly/paperless-versant](https://bit.ly/paperless-versant), click "sign up here" under the first video, then follow the prompts to sign up for online services. You can access the information outlined below after logging in to your account.

1. From the Accounts listing on the left hand side of the page, select an account. Account options will display. Under the Billing section, select "Sign Up for E-bill now."
2. The User Agreement page will display. The customer can Accept or Cancel by selecting the button of their choice. The User Agreement includes information regarding:
  - Payments to be made from the customer's bank account.
  - Consent to receive electronic communications from Versant Power, including monthly statements and bill inserts.
  - Customer rights to withdraw consent.
  - Responsibility to keep email address current for enrolled accounts.
  - Customer responsibility for all charges (One Time Pay fee).
  - Versant Power's responsibilities, liabilities and the right to make changes to the program.
3. Once "I Accept" has been selected, a message will display stating "We are processing your request" and the system will return to the selected customer account. A message will now display at the top stating accounts have been successfully enrolled for e-bill.
4. Under the Billing section on each listed account will now have a button to select stating "View and Pay Bills."
5. The customer will receive an electronic notification of enrollment to the email on their account.