## How to Enroll in Paperless Billing

Step 1: Log into your account at <u>ssl.billtrust.com</u> (USA) or <u>sslca.billtrust.com</u> (CAN)



ONLINE BILLING	Sign In To Your Account
	User Name
Pay invoices Manage & access Download into Accounting Software	Passwill Remember My User Name Forgot Your User Name? Forgot Your Password? Sign In
	Need an Account? Sign Up Now

Step 2: Click the Settings Tab on the top row, then Notification Settings on the left

	SUNBISE				
🍽 Open 🗸 Closed	② Payment History	Settings Enroll in Autopay			
Profile Settings	Profile Settings				
Payment Settings	User Name:				
Notification Settings	Name:				
User Management	Email Address:	1	Enter your email address here. This is the email address in which		
Account Management	Security Question 1:	What is your favorite hobby?	you will receive notifications of new bills when they are available		
Arroup Management	Answer 1:		as well as to retrieve your User Name if you forgot it.		

Step 3: Uncheck Paper Setting box to stop receiving paper statements in the mail

