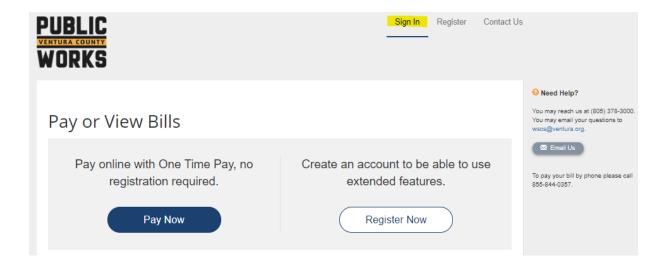
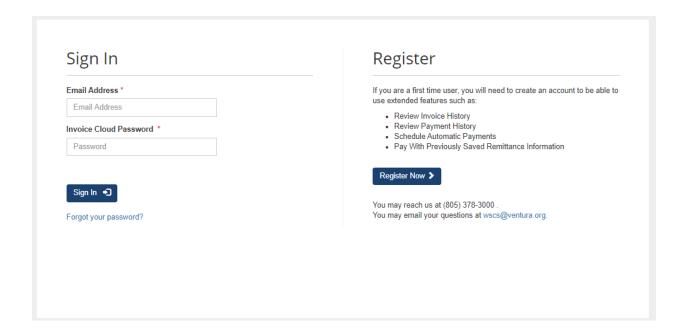


How to Register for a Paperless Billing with your InvoiceCloud Account

1. Go to http://invoicecloud.com/vcpwa and click on "Sign In" at the top.

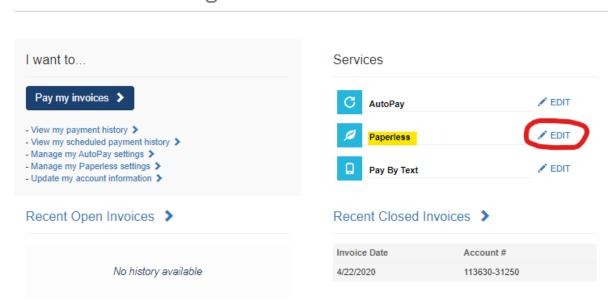


2. Login to your InvoiceCloud Account by entering your email and InvoiceCloud password.

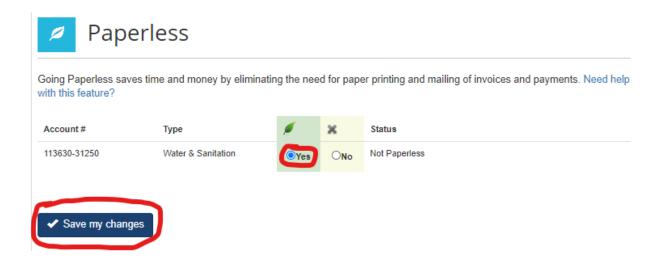


3. Under "Services", locate the Paperless option and click the "Edit" button.

Your Account at a glance

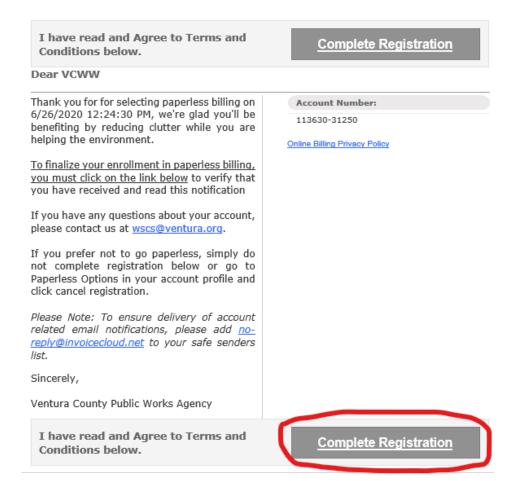


4. In the paperless option menu, locate the green box and select "yes" to indicate that you want to enroll in paperless billing. Click the "Save my changes" button.



5. In order to finalize your enrollment in paperless billing, you must read and Agree to the Terms by clicking on the "Complete Registration" link included in a confirmation email sent to your email address.





6. Once you click the link, InvoiceCloud will display a confirmation that says "Paperless Registration Completed".

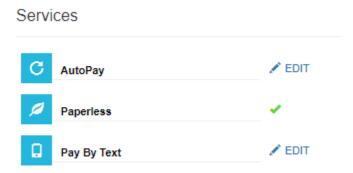
Paperless Registration Completed

You have successfully completed the Paperless Registration Confirmation process. Please Note: it may take more than one billing cycle for the paperless process to take effect.

You may close this window at any time and return to what you were doing.



7. The last step is to login to your account and confirm that Paperless Billing has been completed. You can see this on the home page by looking under the services menu and verify that a green check mark appears next to "paperless".



8. You can also click on "paperless" and check that the green box shows "yes" and the status shows "paperless".

