

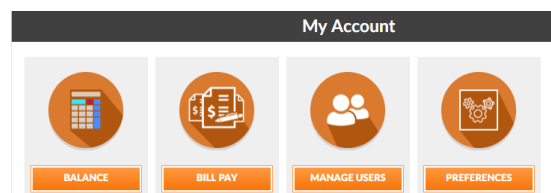
MY ACCOUNT GUIDE

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Streamline your site experience with My Account.

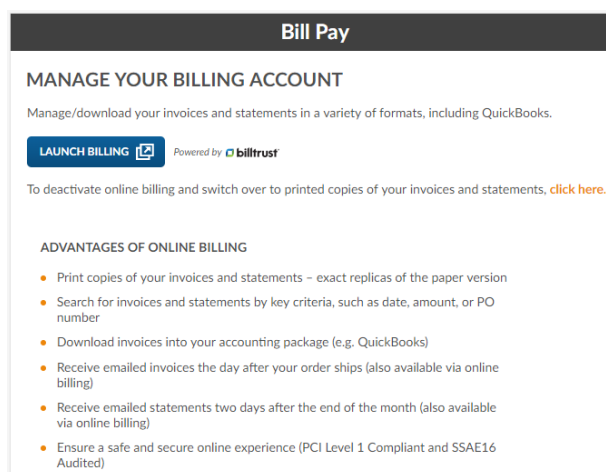
Balance

- Displays the balance from the previous day.
- Any payment applied to your account will be reflected in your balance after processing.



Bill Pay

- Access invoices/statements and pay bills with online billing.
- Choice between online and paper billing.
 - To set up online billing:
 1. Enter your email address.
 2. Click the orange text.
 3. The following business day, you will have a “LAUNCH BILLING” button.
 - To switch to paper billing:
 1. Click the orange text.
 2. The following business day, you will not have the “LAUNCH BILLING” button.



Manage Users

- Set permission levels for your company's users.
[View the Manage Users Guide for more information.](#)

Preferences

- Set your default preferences to speed up your next visit.
[View the Preferences Guide for more information.](#)

