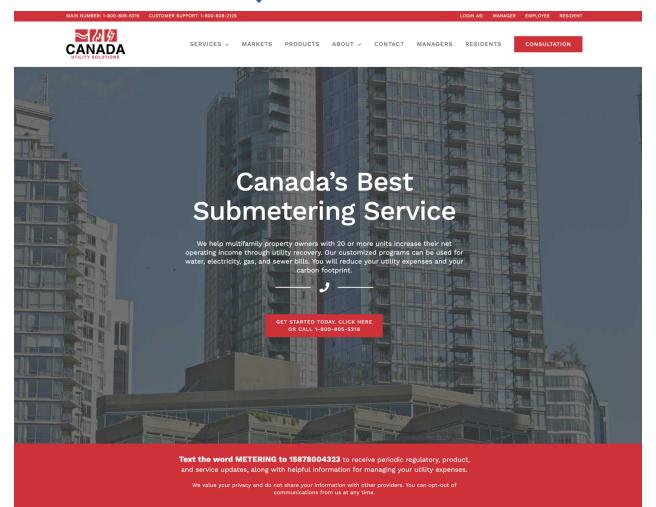


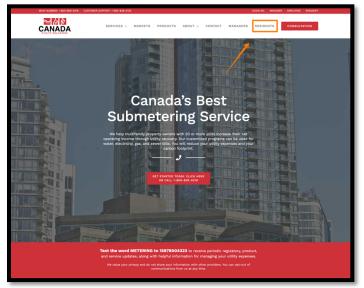
HOW TO: REGISTER FOR EBILL (PAPERLESS)

<u>Step One</u>: To sign up with Ebill, you will need an online account. Once an online account has been made, go to our home page: <u>www.canadautility.ca</u>.

The homepage should look like this:



<u>Step Two:</u> On our homepage, click on "Residents".



<u>Step Three:</u> After clicking on "Residents", you will need to "Sign In" to your account.

| ← → C a Secure https://www.stamik.net/UtilityTrakR/UT1/Current/RP_Default.aspx | 文 [2] |
|--|---|
| <i>s</i> tarnik | |
| | Sign In or Sign Up Username |
| | Isername Password Password |
| | Sick N New user? Sign up now Forgot Password? Forgot Username? |

Step Four: Once logged in, you will see a summary of your "Transaction History". Click on "My Account" then click on "eBill" as shown below:

| | | | | * | |
|-------------|------------------|---|----------|------------------------------|------------|
| | | Lompany | | | Logout |
| Fransaction | History | | Home | Pay Bill Transaction History | My Account |
| | Select Account : | , San Diego. CA 92110 | | Ŧ | |
| Date | Туре | Description | Amount | Current Balance | |
| 01/19/2018 | Adjustment | UserID: 551957 - Resident Balance Write Off | (\$3.69) | \$0.00 | |
| 12/29/2017 | Invoice | January 2018 | \$0.48 | \$3.69 | VIEW B |
| 11/28/2017 | Invoice | December 2017 | \$0.48 | \$3.21 | VIEW B |
| 10/30/2017 | Invoice | November 2017 | \$0.48 | \$2.73 | VIEW BILL |
| 10/04/2017 | Invoice | October 2017 | \$0.48 | \$2.25 | VIEW BILL |
| 08/28/2017 | Invoice | September 2017 | \$0.48 | \$1.77 | VIEW BILL |
| 07/27/2017 | Invoice | August 2017 | \$0.48 | \$1.29 | VIEW BILL |

| ← → C | /UtilityTrakR/UT1/Current/RP_MyAcc | count.aspx | | | | ☆ 🖪 🗄 |
|-----------------------|------------------------------------|------------|----|-----------|-------------------------|------------|
| sternik Multifamily U | Jtility Company | | | | | Logout |
| My Account | | | Ho | ne Pay Bi | ill Transaction History | My Account |
| About Me | User Login Inforr | mation | | | | |
| User Login Phone | Username: | johndoe1 | | | | Edit |
| Email | Password: | ****** | | | | Edit |
| Payment Settings | | | | | | |
| AutoPay | | | | | | |
| Payment Methods | | | | | | |
| Bill Delivery | | | | | | |
| eBill | | | | | | |
| Address | | | | | | |
| View/Change Address | | | | | | |

<u>Step Five:</u> On the "eBill" page you will see the eBill Settings. You will see a slider button to turn "On" eBill.

| Remik Multifamily Ut | ility Company | | | | | Logout |
|---|---|--|---------------------------|------------------|----------------------------------|-------------------|
| My Account | | | Home | Pay Bill | Transaction History | My Account |
| About Me User Login Phone Email | eBill Settings eBil: Account #: | Not Enabled | | | | OFF |
| Payment Settings AutoPay Payment Methods Bill Delivery | Account Name: Associated Email: Service Address: Move in: | San Diego, CA 92110 01/01/11 | | | | |
| eBill Address View/Change Address | eBili: Save paper, stay secure: Get your statements el To go paperless for an account and stop receivin ready! | lectronically. ng paper statements in the mail, select to signup for paperless: | When you go paperless for | an account, we'l | l send you an email as soon as j | your statement is |

Step Six: After sliding the button to turn "On" eBill, you'll get a Congratulations note that you are now signed in as shown below:

| My Account | | | Home | Pay Bill | Transaction History | My Account |
|--|--|---|---------------------------------------|---------------------|---------------------|------------|
| lbout Me | eBill Settings | | | | | |
| User Login | Congratulations on joining the wint Paner versus Panerless Statements - | ning side and being a part of the Paperless Revolution! an ongoing battle between saving those beautiful trees OR planning where t | to store your next overflowing filing | cabinet full of par | ner statements | |
| Phone | | | | coonic ron or pop | | |
| ayment Settings | eBill settings have been saved succes | | change. Account | | | |
| AutoPay | | | | | | |
| | | | | | | |
| Payment Methods | eBill: | Enabled | | | | ON |
| | eBill: Account #: | Enabled | | | | ON |
| Payment Methods ill Delivery eBill | | Enabled | | | | ON |
| eBill | Account #: | - | | | | ON |
| Bill Delivery | Account #: Account Name: | = | | | | ON |

NOTE: The email confirmation you will be sent, will look something like this:

| info@multifamilyutility.com eBill Status Notification | |
|--|--|
| | eBill Status Notification |
| | Dear Customer, Account ID Is turned on for paperless eBill. |
| | Thank you, |
| | Multifamily Utility Company Note: We do not monitor this email account. Please do not directly reply to this email. |
| | Powered by Stamik |

*We also encourage that you add our email, <u>info@canadautility.ca</u> to your contact list to avoid receiving your eBill Notifications to your Spam/Junk folder.