

How to get started:

Step 1: Login to your account.

If you don't already have a login, you will need to register, or call your local customer service office.

A screenshot of the Liberty Utilities website's login page. The page has a dark header with "HOME" and "REGISTER" links. Below the header, the word "Login" is displayed in a large, bold font. Underneath, there is a section for "Serving Anytown" with fields for "Username:" and "Password:". A "Login" button is present, along with a "Remember Me?" checkbox. There are also links for "Create a New Account" and "Forgot your password?". At the bottom, there is a dropdown menu for "Not the right community? Please select another:".

Step 2: Once in your account, click 'Electronic Billing' in the top navigation bar

A screenshot of the Liberty Utilities account dashboard. The top navigation bar includes links for "Billing Home", "Electronic Billing" (circled in red), "Service Request", "View Service Requests", "View Statements", "Update Password", "Logout", and "Contact Us". Below the navigation bar, customer information is displayed: "Customer Name: J. Doe", "Customer Number: 000000", and "Mailing Address: 0000 Anystreet, Anytown". A table titled "Active Locations" shows one location with columns for "Location ID", "Service Address", "Last Statement Amount", "Payments Since Last Statement", and "Balance". The "More Info" link is also present. At the bottom right, there is a "Total: 0.00" and a "SUBMIT PAYMENT" button.

STEP 3: Under Action, Click 'Edit'.

A screenshot of the Liberty Utilities account dashboard, similar to the previous one. The top navigation bar is the same. Below the navigation bar, customer information is displayed: "Customer Number: 000000", "Customer Name: J. Doe", and "Mailing Address: 0000 Anystreet, Anytown". A table with columns "Location", "Delivery Method", "Email Address", "Suspended", and "Action" is shown. The "Action" column contains an "Edit" button, which is circled in red. The "Location" column shows "##### - 0000 ANYSTREET, ANYTOWN".

You will see this screen:

Billing Home | Electronic Billing | Service Request | View Service Requests | View Statements | Update Password | Logout | Contact Us

Customer Number: 000000 - J. Doe
 Location: ##### - 0000 ANYSTREET, ANYTOWN

Delivery Method:	Paper
Email Address:	
Suspended:	No
<input type="button" value="SUBMIT"/>	

Step 4:

A. Change 'Delivery Method' from 'Paper' to 'Email'

B. Enter Email Address in box provided

C. Make sure 'Suspended' box says 'No'

Billing Home | Electronic Billing | Service Request | View Service Requests | View Statements | Update Password | Logout | Contact Us

Customer Number: 000000 - J. Doe
 Location: ##### - 0000 ANYSTREET, ANYTOWN

Delivery Method:	Email
Email Address:	your email address here
Suspended:	No
<input type="button" value="SUBMIT"/>	

Step 5: Click 'Submit'. Your end result should look similar to this:

Billing Home | Electronic Billing | Service Request | View Service Requests | View Statements | Update Password | Logout | Contact Us

Customer Number: 000000
 Customer Name: J. Doe
 Mailing Address: 0000 Anystreet, Anytown

Location	Delivery Method	Email Address	Suspended	Action
##### - 0000 ANYSTREET, ANYTOWN	Email	email@email.com	NO	Edit