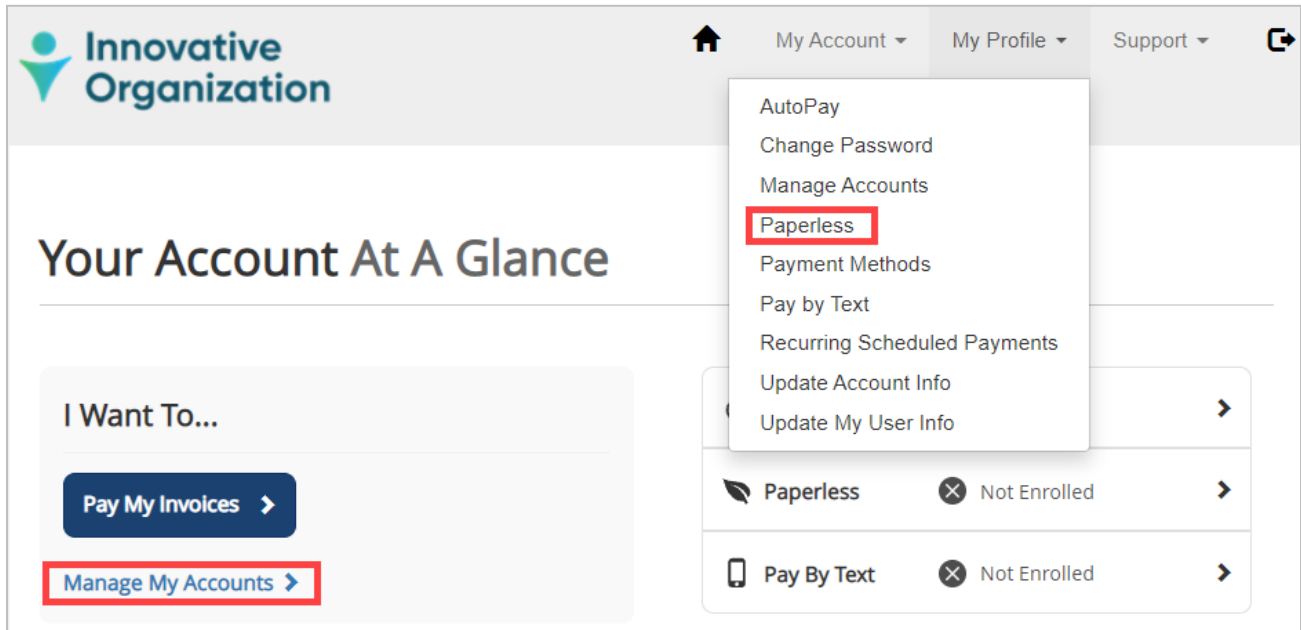# Paperless Registration

1. To register for Paperless in the Customer Portal>under *My Profile*>select *Paperless* or select the option from the *Services* menu.

Or the user can access the Paperless setting by selecting **Manage My Accounts.** From the list of users, select the one to add paperless but clicking on the arrow to the left of the name and then **Edit Paperless enrollment**.
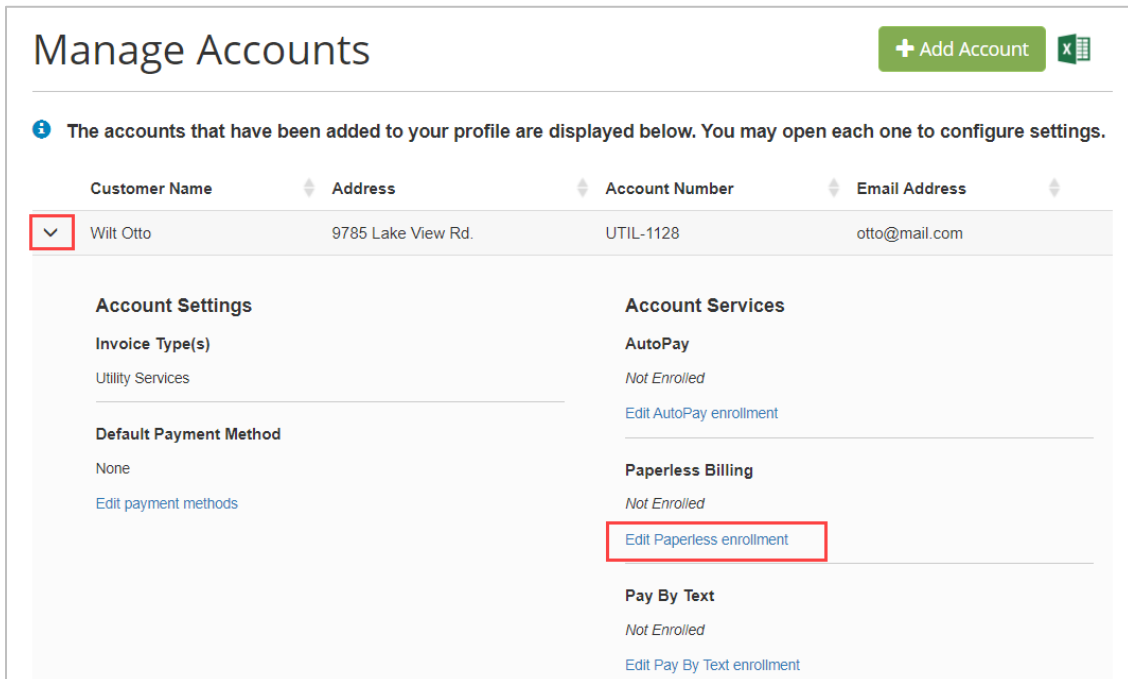
2. On the *Paperless* setup screen select yes and check the box to the left of the statement, "**By enabling Paperless, I agree to the Invoice Cloud Payer Terms and Conditions** and click on **Save My Changes**. Once changes are saved the status will display a status of *Paperless*. The user is sent a confirmation email but no action is needed.