

Setting up your ONLINE e-bill account

Log onto www.greenhills.net

Click on “pay my bill” at the top of the homepage OR click on the “customer center” tab, then the “bill pay log in page” button

Click on “sign up”

Enter the invoice number and amount due as they appear on your most recent invoice

You will now see the registration screen. Complete these questions and click register.

You will receive this message - “your web user has been created successfully and a confirmation e-mail will be sent to you”

You will receive an e-mail requesting you to activate your account by clicking or copying the URL into your browser. This will verify that Green Hills has the correct e-mail address for your account.

You will receive this message - “email confirmation”. You will need to click “confirm”.

You can now log into your online account.

Saving your credit card/debit card on file

In order to save your credit/debit card on file, you will have to make a payment on your online account.

Log into your online account

Click on the “pay bill” button.

Enter the amount you want to pay.

Check “new credit or debit card”

Enter your credit/debit card information.

Click “next”.

Verify the information is correct on the “review screen.”

Checkmark “save this card for future payments”

Checkmark “I agree to the Terms and Conditions

Click on “submit payment”

You will now see a confirmation summary.

Your credit card is now saved on file.

Setting up your E-bill Mobile App

NOTE: The e-bill mobile app is for one time payments only. You cannot add, change, or delete account information from the mobile app. Those changes will need to be made by logging in to your online account.

To access the e-bill app, you must first set up an account online. (see instructions above)

If you have an **Android**, then you will download the “e-bill mobile” app from your Play Store.

If you have an **Apple**, then you will download the “e-bill mobile” app from your Apple Store.

After clicking on the e-bill mobile app you will be required to enter the following information:

Enter the URL: greenhills.net

Enter your user name: *same as online user*

Enter your password: *same as online password*

Under “My Account” – you can choose how to receive your invoice (paper bill only or paper bill & web bill)

Under “Invoice” – you will see the amount due, due date, and a pdf of your current statement.

Under “Payments” – you can view payments or submit a onetime payment (You must have a credit/debit card on file otherwise you will not be able to submit a payment using this app. To put your credit card/debit card on file, you must make a onetime payment online and checkmark the box stating “save this card for future payments”. Changes to your payment options must be made online and not through your mobile app.)

Under “Usage Summary” – you can view your unbilled usage

Under “Customer Service” – you can e-mail or call Green Hills Companies for assistance