

## **Setting up your ONLINE e-bill account**

Log onto [www.greenhills.net](http://www.greenhills.net)

Click on "My Account" at the top of the homepage and then "Pay My Bill"

Click on "Register Here"

Enter the invoice number (not account number) and amount due as they appear on your most recent invoice

Complete the questions. (The e-mail address you enter must be the same as what we have on file.)

Click register.

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 an email confirmation. 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 "Add Credit Card".

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.