



If you need assistance, please contact us at 660-644-5411 or 660-584-2111. We would be happy to assist you.

Setting up your online account

- Log onto 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/bank account information on file

- Log into your online account
- Click on "Settings"
- Click on the "Payment" tab above the green bar
- Click on "New Credit Card or New Bank Account"
- Enter your credit card or banking information.
- Click "Add Credit Card or Bank Account".
- Your credit card/bank account is now saved on file.

Setting up auto pay

- Click on "Auto Pay"
- Select your payment option
- Select the date you want your payment to be processed
- Click on "continue"
- Review the information on your screen to make sure everything is correct
- Agree to the terms and conditions
- Click "Enroll in Autopay"
- You are now set up for autopay.

Changing to paperless billing

- Log into your online account
- Click on "Settings"
- Click on the "General" tab
- Select "Web Bill Only"
- Click on "Change Preference"
- You are now set up for paperless billing and will receive your statement by e-mail