



If you need assistance, please contact us at 660-644-5411 or 800-846-3426. We would be happy to assist you.

## **Setting up your online account**

- To ensure you receive the email during this process, please whitelist “greenhills.net” in your spam filter.
- 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. If you do not receive an email, please check your spam filter. To ensure you receive future notifications concerning your account, please whitelist “greenhills.net” in your spam filter.
- 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 autopay**

- 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”
- Your account has been submitted for autopay. (Note: Your bank account will go through the verification process before autopay becomes effective. Therefore, you may need to make a payment before autopay is active.)

## **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”
- Your account has been submitted for paperless billing. (Note: Your account will go through one more billing cycle before it becomes paperless, therefore you will receive one more paper bill.)