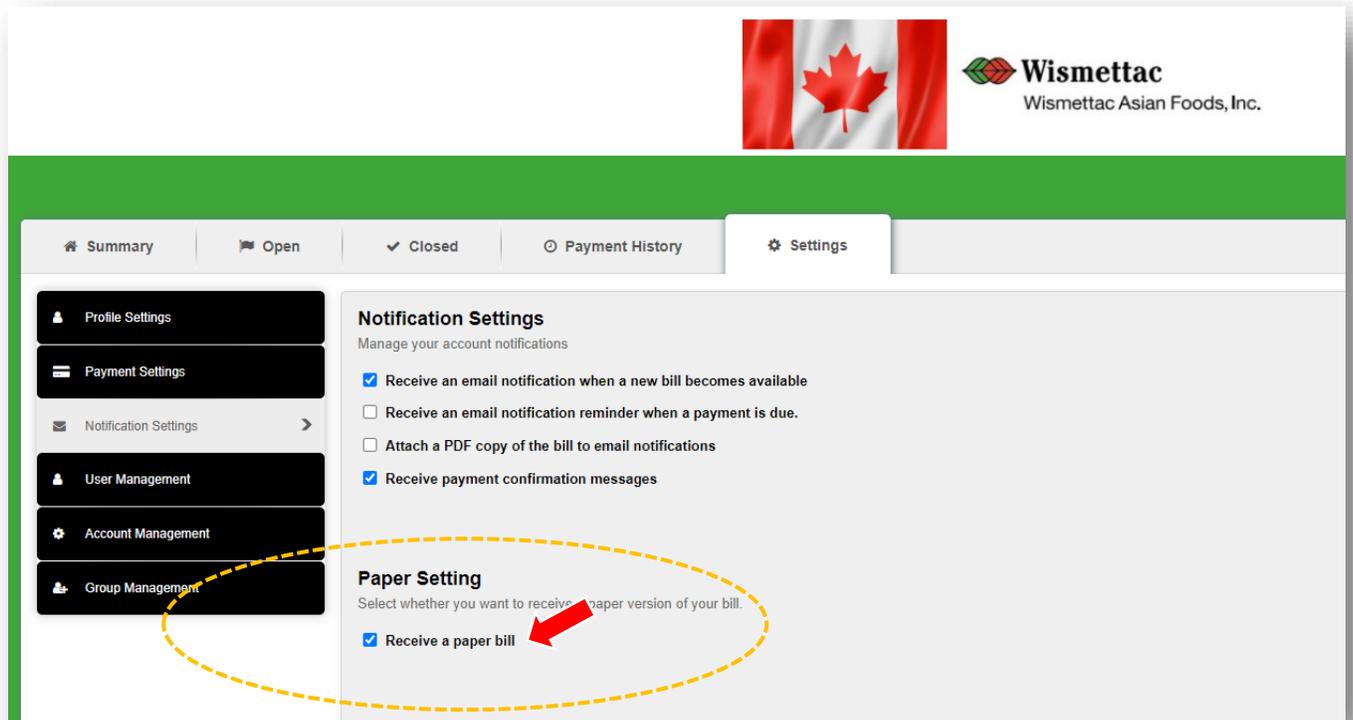# Paperless Statements Guide
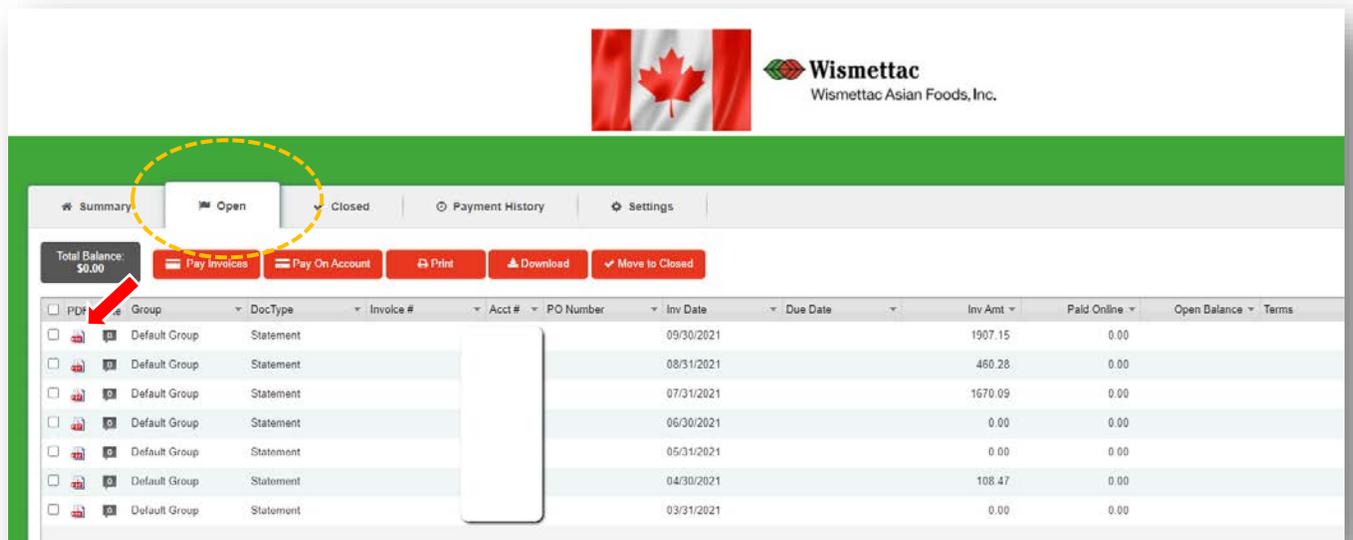
To manage your paperless settings:

1. **Log in** now to **Online Payment System** powered by Billtrust.
2. Select **Settings** tab on the top menu.
3. Select **Notification Settings** from the left menu.
4. Go to **Paperless Setting**.
5. **Uncheck box** "Receive a paper bill."

2. To access Statements via Billtrust User Portal

1. Go to **Open Tab.**
2. Click **PDF icon** you desire to view the statement.

Please also refer to FAQ.