

## Control Center: Paperless Billing Options

**Document Summary:** This process requires the following steps, each of which are described in further detail below.

1. Login to CenturyLink Control Center using the credentials provide previously.
2. Navigate to Billing > Delivery Options
3. Select Paperless Billing
4. Enroll in Paperless Billing (3 step process)

### Details:

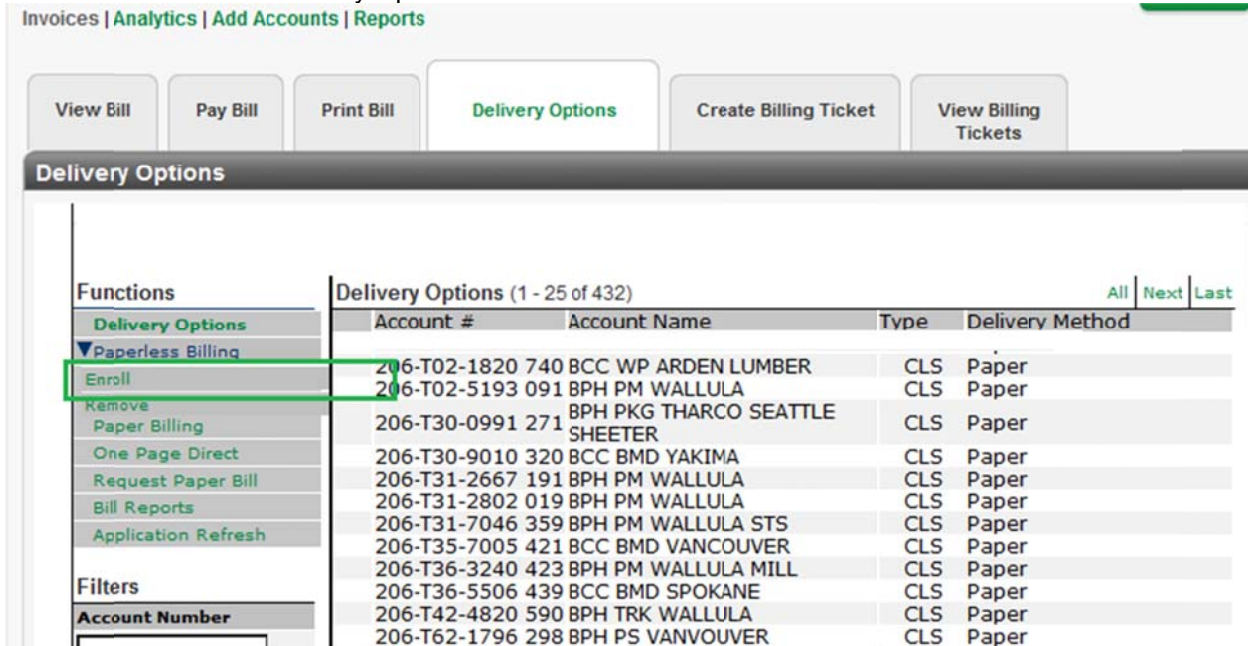
#### 1. Delivery Options

Select Delivery Options hyperlink



#### Step 2. Enroll

Select **Enroll** from the Delivery Options sub menu.



The screenshot shows the 'Delivery Options' sub-menu. The 'Enroll' option is highlighted with a green box. The interface includes a breadcrumb trail 'Invoices | Analytics | Add Accounts | Reports' and a navigation bar with buttons for 'View Bill', 'Pay Bill', 'Print Bill', 'Delivery Options', 'Create Billing Ticket', and 'View Billing Tickets'.

Functions	Delivery Options (1 - 25 of 432)				All	Next	Last
	Account #	Account Name	Type	Delivery Method			
<b>Delivery Options</b>							
<b>Paperless Billing</b>							
<b>Enroll</b>	206-T02-1820 740	BCC WP ARDEN LUMBER	CLS	Paper			
Remove	206-T02-5193 091	BPH PM WALLULA	CLS	Paper			
Paper Billing	206-T30-0991 271	BPH PKG THARCO SEATTLE SHEETER	CLS	Paper			
One Page Direct	206-T30-9010 320	BCC BMD YAKIMA	CLS	Paper			
Request Paper Bill	206-T31-2667 191	BPH PM WALLULA	CLS	Paper			
Bill Reports	206-T31-2802 019	BPH PM WALLULA	CLS	Paper			
Application Refresh	206-T31-7046 359	BPH PM WALLULA STS	CLS	Paper			
	206-T35-7005 421	BCC BMD VANCOUVER	CLS	Paper			
	206-T36-3240 423	BPH PM WALLULA MILL	CLS	Paper			
	206-T36-5506 439	BCC BMD SPOKANE	CLS	Paper			
	206-T42-4820 590	BPH TRK WALLULA	CLS	Paper			
	206-T62-1796 298	BPH PS VANVOUVER	CLS	Paper			

## Control Center: Paperless Billing Options

### Step 3. Select accounts

Choose accounts to Enroll for Paperless Billing

**Functions**

- Delivery Options
- Paperless Billing**
- Enroll
- Remove
- Paper Billing
- One Page Direct
- Request Paper Bill
- Bill Reports
- Application Refresh

**Filters**

Account Number

Name

Type

Balance

**Step 1 of 3 : Choose Accounts to Enroll for Paperless Billing**

**Please note:** You may choose the Paperless Billing option without enrolling in Automatic Payment, however, you remain responsible for ensuring your payment arrives on time. For your convenience, a remittance document may be printed from eBilling on the left menu of your View Bill page. You may also consider the One Page Direct delivery option on the left menu of this page.

**Invoice Group Accounts:** When a Primary Account in an invoice group is enrolled in Paperless Billing, all its secondary accounts are enrolled in Paperless Billing automatically. However, you can unenroll individual secondary accounts from Paperless Billing through Paperenroll from Paperless option. Note that only accounts that are candidates for Paperless Billing are listed below; there are some local service accounts which cannot be set up for Paperless Billing.

**Add Accounts to Enroll Paperless (1 - 9 of 9)**

<input type="checkbox"/>	Account #	Account Name	Type	Balance
<input type="checkbox"/>	319-201-0186 236		CLS	0.00
<input type="checkbox"/>	605-E79-0346 289		CLS	0.00
<input type="checkbox"/>	77886929		CLD	see note below
<input type="checkbox"/>	85406583		CLD	see note below
<input type="checkbox"/>	85406584		CLD	424.00
<input type="checkbox"/>	85712440		CLD	0.00
<input type="checkbox"/>	85712441		CLD	0.00
<input type="checkbox"/>	85746456		CLD	see note below
<input type="checkbox"/>	85746485		CLD	0.00

**Add Accounts to Enroll Paperless (1 - 9 of 9)**

**Note:** Balance for this account is not available at this time. Please check back later or call customer service for details.

### Step 4. Enroll

Click Enroll Buttons

### Step 5. Enrollment Authorization

Check the box to authorize CenturyLink to suppress the paper invoice and send you an email notification when the invoice is available on line.

View Bill | Pay Bill | Print Bill | **Delivery Options** | Create Billing Ticket | View Billing Tickets

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**Step 2 of 3 : Confirm Your Paperless Enrollment**

Please review the invoice delivery method, and CenturyLink accounts that you have selected and confirm your enrollment.

**Enroll Paperless Billing**

Invoice Delivery Method

**Selected Accounts**

Account #	Account Name	Type	Balance
206T021820740	BCC WP ARDEN LUMBER	CLS	\$0.00
206T025193091	BPH PM WALLULA	CLS	\$0.00
206T300991271	BPH PKG THARCO SEATTLE SHEETER	CLS	\$506.25
206T309010320	BCC BMD YAKIMA	CLS	\$475.03
206T312667191	BPH PM WALLULA	CLS	\$4.11

**Authorization**

In order for us to process your request, you must authorize Paperless enrollment request by checking the box below, entering your full name and clicking the **NEXT** button.

authorize CenturyLink to send me an e-mail notification each month when my billing statement is available online. I understand that I will no longer receive a paper bill from CenturyLink and that I can reverse this authorization at any time by discontinuing my enrollment in CenturyLink Paperless Billing.

Name:  Date: Feb 18, 2014

**Terms & Conditions**

With this agreement, you are electing to provide an electronic record of your authorization for paperless invoicing and consent to the receipt of confirmation of your authorization and any notices required for any payment in electronic form. You have the alternative option of enrolling in the Automatic payment program by submitting a paper form to

Note: The email notification option must be selected on the user profiles to finalize this step. See Step 5 of Control Center user setup

**Step 6. Paperless Enrollment Complete.**

**Step 3 of 3: Paperless Enrollment Complete**

**Paperless Enrollment Complete**

Your Paperless Billing enrollment has been processed.

The results of your enrollment(s) are below:

Paperless enrollment for Account 85406583,	was accepted!
Paperless enrollment for Account 77886929,	was accepted!

Please note, your Paperless Billing enrollment for any local accounts will not be applied immediately.

Be sure to note any errors listed above. We suggest using your browser's print function to save copy for your records.

CenturyLink appreciates your business.

**Paperless Enrollment Complete**

[Done](#)