### PUBLIC WORKS UTILITY BILLING

# Paperless Billing



## **Util360 Portal Paperless Billing Setup**

This guide provides a brief picture guide to assist in setting up your Utility Billing portal notification and paperless billing settings for the City of Albany, Oregon.

#### Start Here: https://albany.util360.com



1: Login to your portal account.



2: Click on settings tab.

د کوری Settings	FAQs				
		Notification Settings	差 Usage Profile Settings	🍰 My Profile Settings	X Switch Account
S Not	tification	<b>Setting</b> alert on or off through multi	iple mediums.		

3: Select notification settings area and scroll down to Paperless Bill Settings.

\$	Paperless Bill Settings Enable/Disable Paperless Billing.
OFF	ON
E Billi	ng Email Alert Turned <b>ON</b>

4: Turn on or off paperless billing.

## Need Help?

Email <u>utilitybilling@cityofalbany.net</u> Remember to include your account number(s) in your email.

Call 541-917-7547 Monday-Friday from 8:00am to 10:00 am or 11:00 am to 5:00 pm

In Person 333 Broadalbin St SW (1st floor) Monday-Friday from 8:00am to 10:00 am or 11:00 am to 5:00 pm