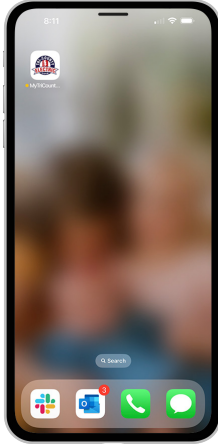


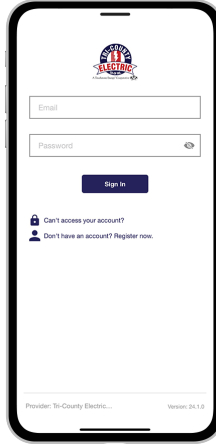
How To Activate MyTriCountyTX Paperless Billing (Mobile)

STEP 1



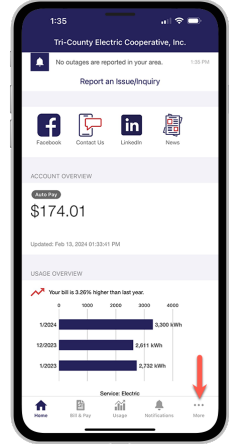
Tap the **MyTriCountyTX icon** on your device to open the app.

STEP 2



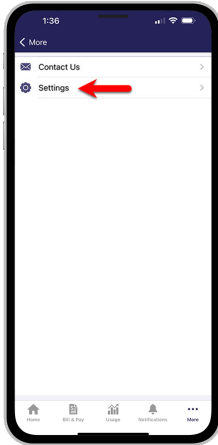
Log in to MyTriCountyTX with the email and password that you used during registration.

STEP 3



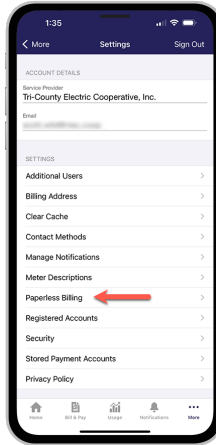
Tap on the **More** button in the bottom right.

STEP 4



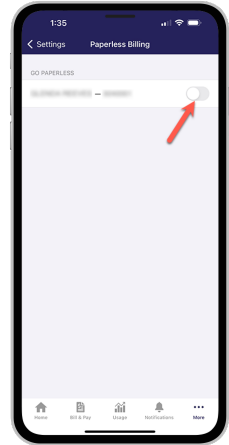
Locate and tap on the **Settings** menu.

STEP 5



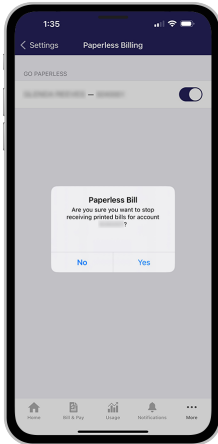
Locate and tap on the **Paperless Billing sub-menu**.

STEP 6



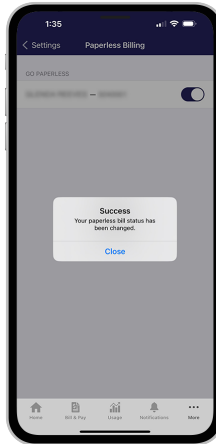
Locate the account(s) you would like to activate Paperless Billing on and **slide the toggle** to the right next to each account.

STEP 7



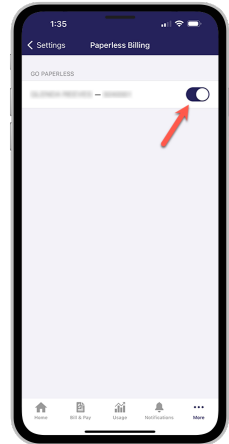
A pop-up window will ask if you are sure you want to set the account to paperless. Tap the **Yes button** to confirm.

STEP 8



You will then see a confirmation that the paperless bill status has been successfully changed. Tap the **Close button** to finish.

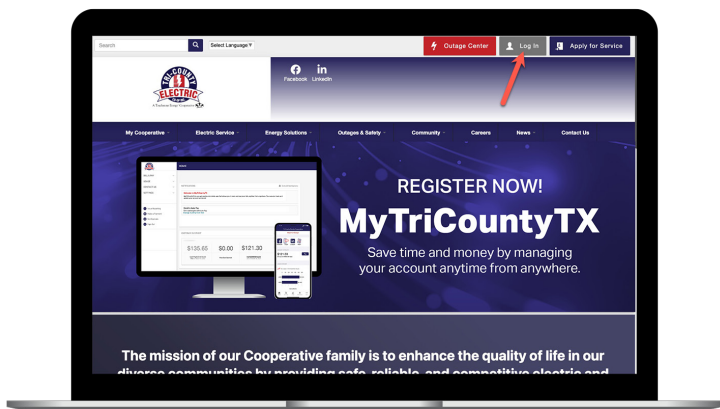
STEP 9



Congratulations! You have successfully activated paperless billing on your account!

How To Activate MyTriCountyTX Paperless Billing (Web)

STEP 1



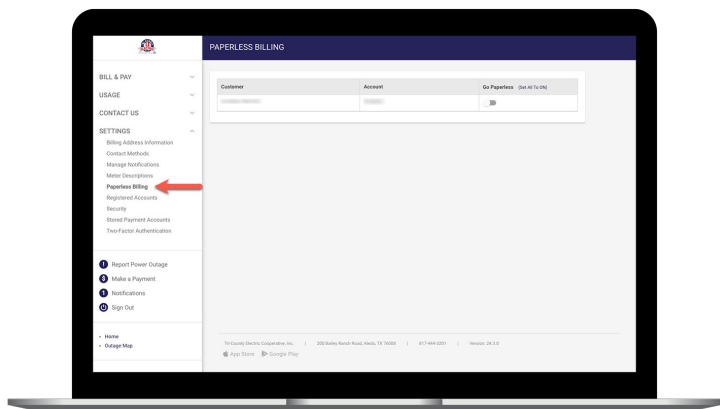
Visit our web site, click the **Log In button** in the upper right corner of our home page.

STEP 2



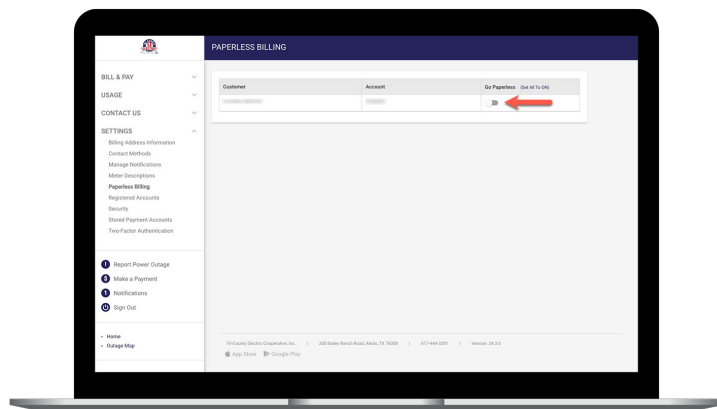
Log in to MyTriCountyTX with the email and password you used during registration.

STEP 3



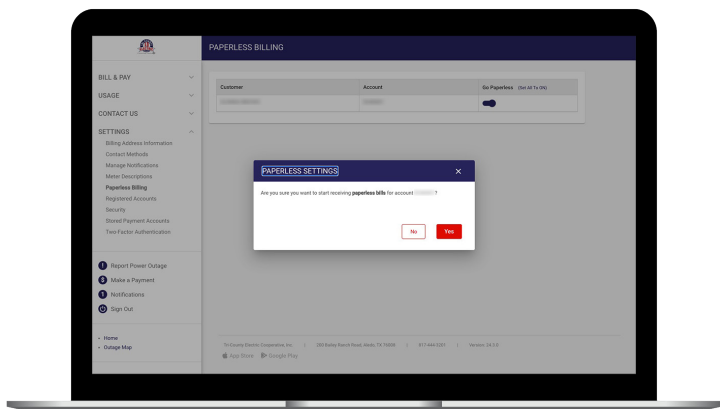
On the home screen click on **Paperless Billing sub-menu** under the **Settings** menu bar.

STEP 4



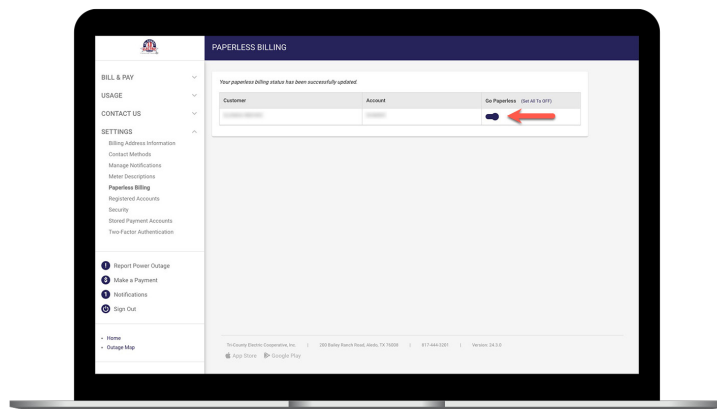
Then toggle the **Go Paperless slider** on the account to activate.

STEP 5



A pop-up window will ask if you are sure you want to set the account to paperless. Click the **Yes button** to confirm.

STEP 6



Congratulations! You have successfully activated paperless billing on your account!