



**SIGN UP
FOR
PAPERLESS!**

xpress BILL PAY

ALREADY HAVE AN XPRESS BILL PAY ACCOUNT?

- Step 1: Go to www.xpressbillpay.com and log in
- Step 2: Click "View Bill" under the account you would like to be paperless
- Step 3: Locate the "Paperless (Off)" button
- Step 4: Click the button to turn "Paperless (On)"

REGISTER AND SIGN UP FOR PAPERLESS:

- Step 1: Go to www.xpressbillpay.com
- Step 2: Click "Sign Up" on the top of the screen
- Step 3: Fill in your email and password, then click in the "I'm not a robot" box and follow prompts
- Step 4: Complete the short registration form and click "Next"
- Step 5: Go to your inbox and open the verification email, click "Verify Email" and "Continue" to log in
- Step 6: Select your billing organization
- Step 7: Enter your account number and last name, then click in the box to opt in for paperless and select "Locate Bill" and select "Locate Account"

Go to www.xpressbillpay.com to create an account or login Search for billing organization -Town of Silverthorne

Fill in the account number, last name fields and check the box with "Opt in Paperless eBill on the account"

Thank you for signing up for paperless billing!