InvoiceCloud™
Innovating the Customer Experience

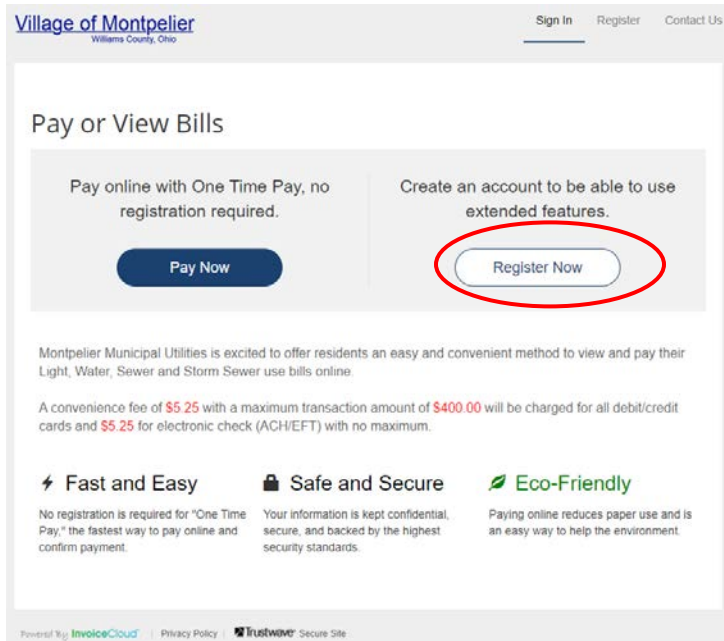**Paperless Billing Setup Instructions – New Users**

1. Go to the Village website: www.montpelieroh.net
2. Click in the "Go Green" homepage slider, or scroll down and click the Bill Payment icon. If you click the Bill Payment icon you will then click the blue "View/Pay Utilities" button.
3. Once you are at the Invoice Cloud login screen click "Register Now":



4. Enter your eight-digit account number – including the hyphen and the last name on the account. Then click the Search Invoices button:

5. Select the top invoice on the listing and Click "Register Customer" at bottom of the screen:



6. Enter information on the screen. Make sure the box is checked for Paperless billing and click "Complete Registration". If you have multiple accounts to set up, the steps for this are in the blue box towards the top of the screen. Each account will have to be set up individually and can be linked using the same username email and password.



7. You will receive a confirmation email from invoice cloud to confirm your paperless billing setup. If at anytime you would like to remove paperless billing you can log in and edit this feature.