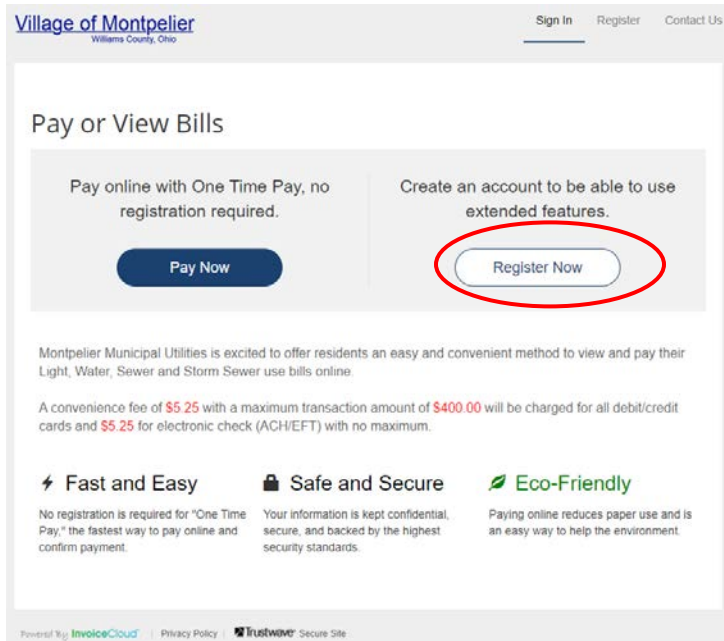


## Paperless Billing Setup Instructions – New Users

1. Go to the Village website: [www.montpelieroh.net](http://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:

[Return to previous page](#)

## Please Locate Your Account

**Light, Water, Sewer, Storm Sewer**  
Search our files for your invoices using the fields below. Required fields are marked with a \*.  
[Need help finding your invoice?](#)

**Account Number \***

**Last Name \***

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

[Return to previous page](#)

## Search Results

Please review your results below and select invoices to Pay. [Click here](#) if you would like to search again.

Select	Account Number	Customer Name	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	[REDACTED]	VILLAGE OF MONTPELIER	10/15/2020	\$0.00	\$0.00	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>
<input type="checkbox"/>	[REDACTED]	VILLAGE OF MONTPELIER	9/15/2020	\$0.00	\$0.00	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>
<input type="checkbox"/>	[REDACTED]	VILLAGE OF MONTPELIER	8/15/2020	\$0.00	\$0.00	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>
<input type="checkbox"/>	[REDACTED]	VILLAGE OF MONTPELIER	7/15/2020	\$0.00	\$0.00	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>
<input type="checkbox"/>	[REDACTED]	VILLAGE OF MONTPELIER	6/15/2020	\$0.00	\$0.00	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>

Showing 1 to 5 of 16 entries [Previous](#) [Next](#)

[+ Add Selected Invoices](#) | [Register Customer](#)

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.

## Register

Please fill out this form to complete your registration. All required fields are marked with a \*.  
[Click here for information on linking accounts together.](#)

If you have other accounts with us, with the same email address and password you are entering on this page, we will attempt to link them together. If there are differences in the passwords we will redirect you to a page where you will be asked if you want to link these accounts. If you do not wish to link this account with the others please use an email address that is not used with your other accounts

Account Number \*

Email Address \*

Confirm Email Address \*

Create Password \*

Confirm Password \*

I would like to sign up for Paperless

I understand that at any time, I can print out my bill and/or decide to receive paper bills by editing my online profile. Please select the Invoice Types on the right you wish to go Paperless for.

Light, Water, Sewer, Storm Sewer

In order to complete your enrollment, you must verify receipt of the *Paperless Registration Information* email which will be sent to your email address on record for each Invoice Type selected.

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. [Click to view Terms and Conditions](#)

[Complete Registration](#)

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.