

## Paperless Billing



### ***Not Registered for E-Bill?***

1. Go to [www.ssemc.com](http://www.ssemc.com) and click the “Pay My Bill” tab.
2. Click the “Online Bill Pay” button.
3. Click on the “[Click Here to sign up for online account access](#)” hyperlink.
4. Enter your **SSEMC Account Number, Last Name, E-Mail Address**, and create a **Password**.
5. Check the box next to “**Discontinue Mailing My Printed Statements.**”

### ***Already Registered for E-Bill?***

1. Log onto SSEMC’s E-Bill site.
2. From the Main Menu, click on the “**Stop/Start Print Bill**” link on the left side of the screen.
3. Carefully read the information under **Receive Printed Statements**.
4. Uncheck the box next to “**Send Me A Statement By Mail.**”
5. Click **Update**.
6. On the Main Menu, you will see the statement “**Paper billing statements via postal mail for account number (your SSEMC account number) have been stopped.**”