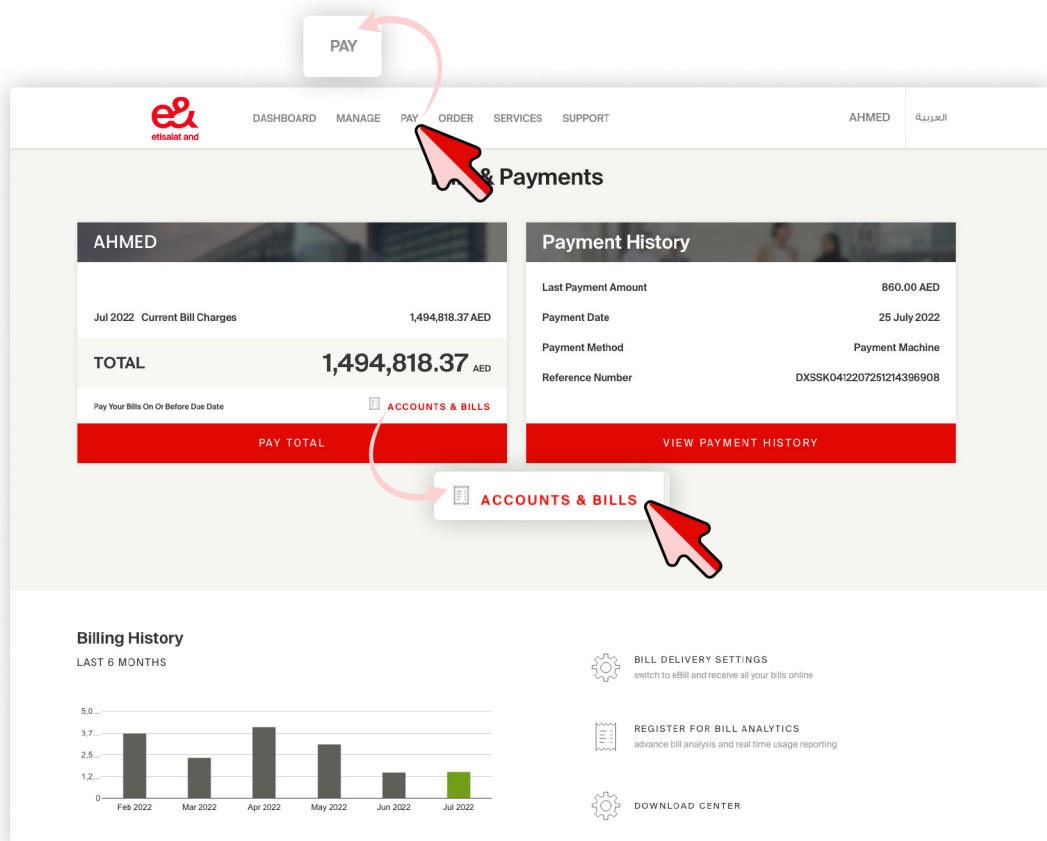# Guide to Download Bills

Simply follow the easy steps below
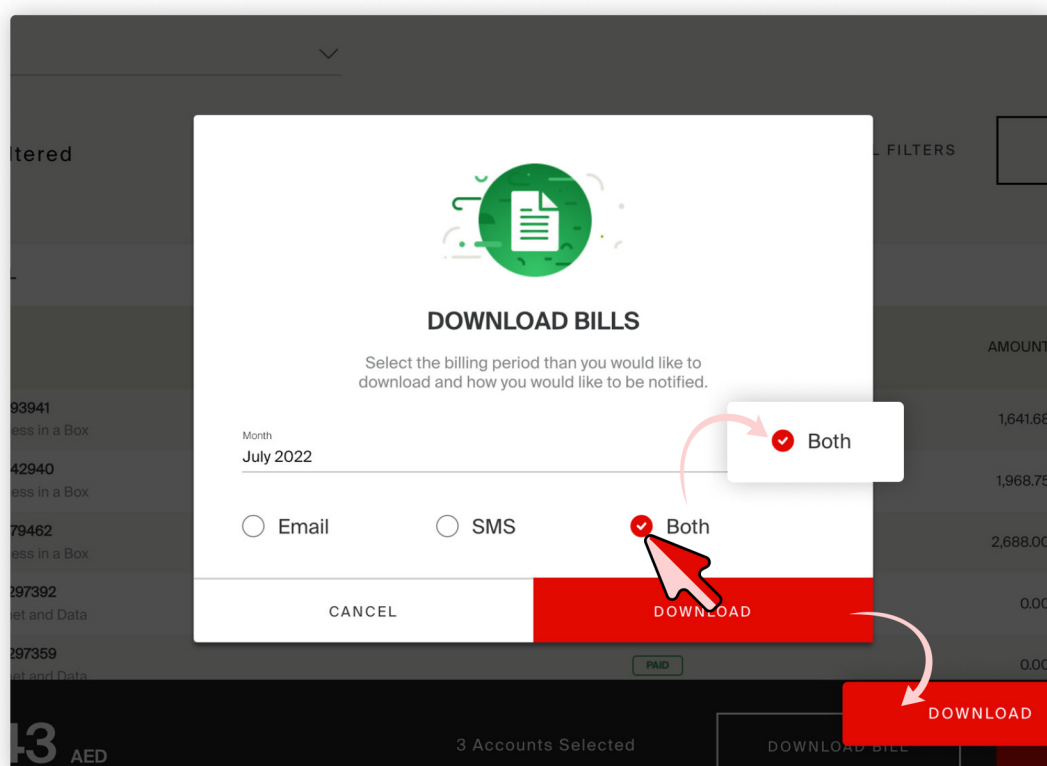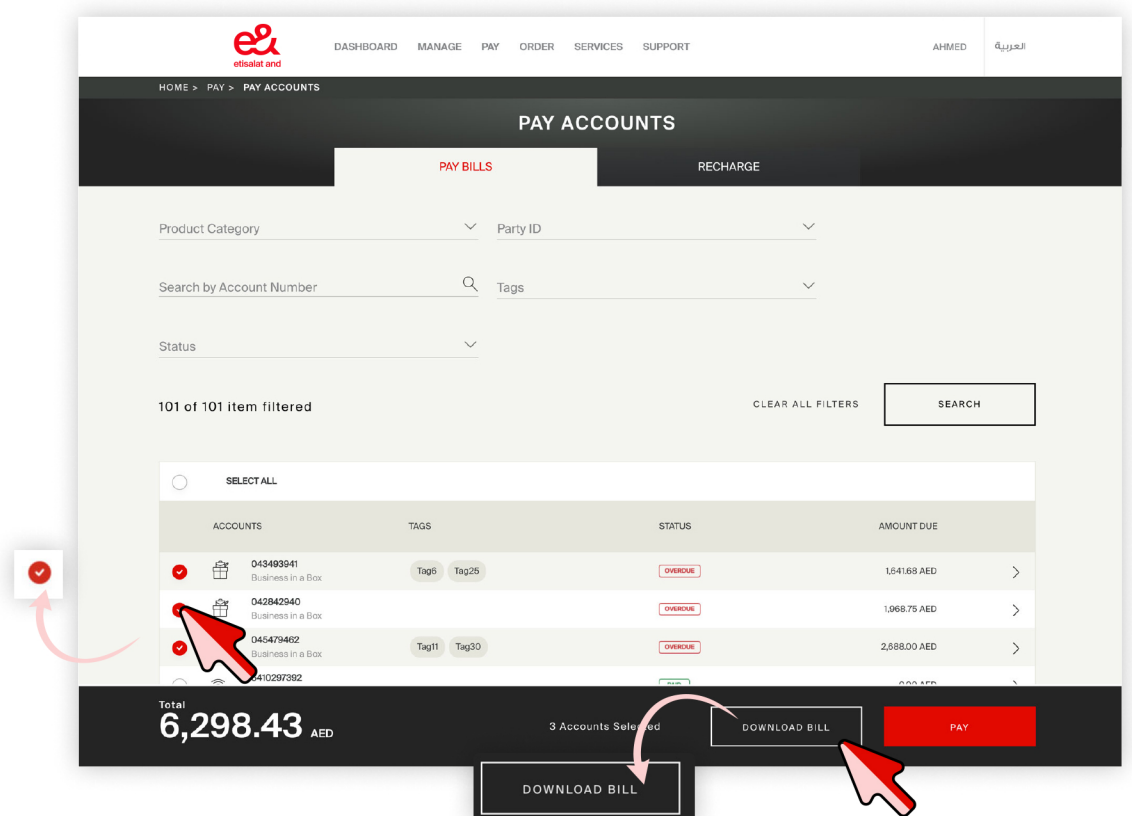

Step 1:

Log in and go to the **'PAY'** tab and select **'ACCOUNTS & BILLS'**

Step 2:

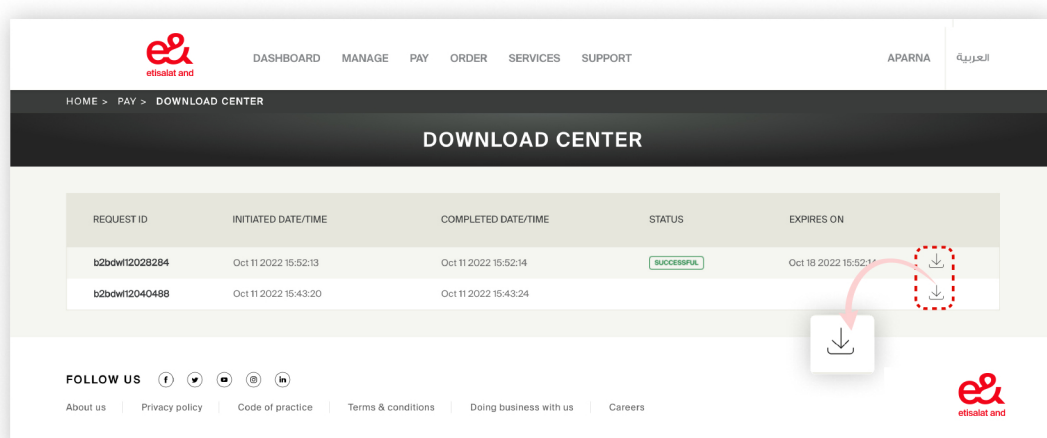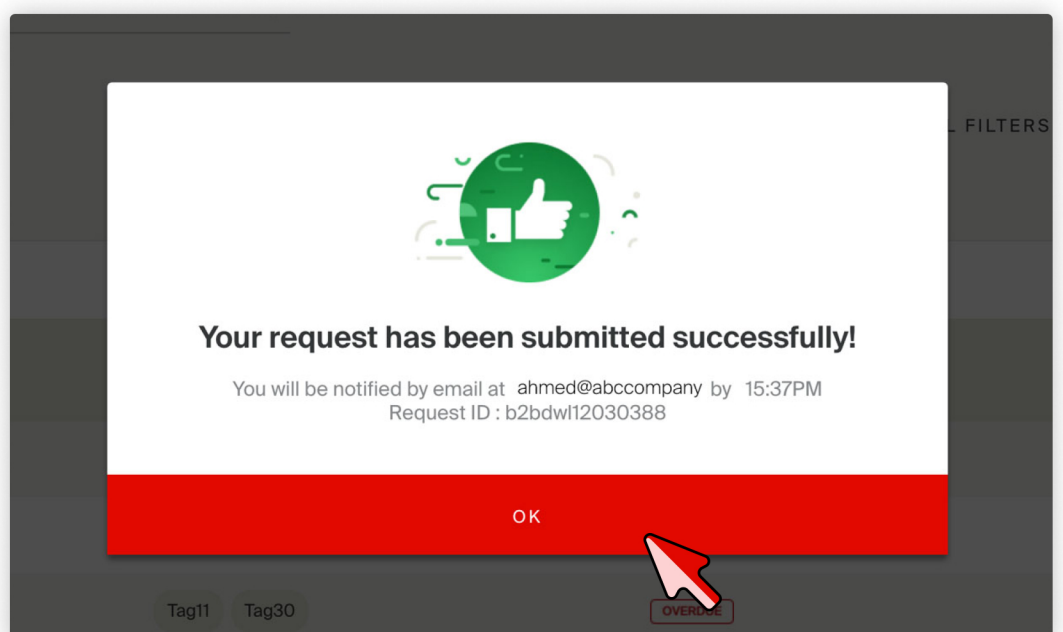Choose the accounts and select **'DOWNLOAD BILL'**

Step 3:

Choose **'BILL PERIOD'**. Choose notification type **EMAIL,SMS** or **BOTH**, and Select **'DOWNLOAD'**

Step 4:

You will recieve the email notification with the link to download the bills

Step 5:

Follow the link you received to download the bills from the **'DOWNLOAD CENTER'** page