Document Summary: This process requires the following steps, each of which are described in further detail below.

1. Login to CenturyLink Control Center using the credentials provide previously.
2. Navigate to Billing > Delivery Options
3. Select Paperless Billing
4. Enroll in Paperless Billing (3 step process)

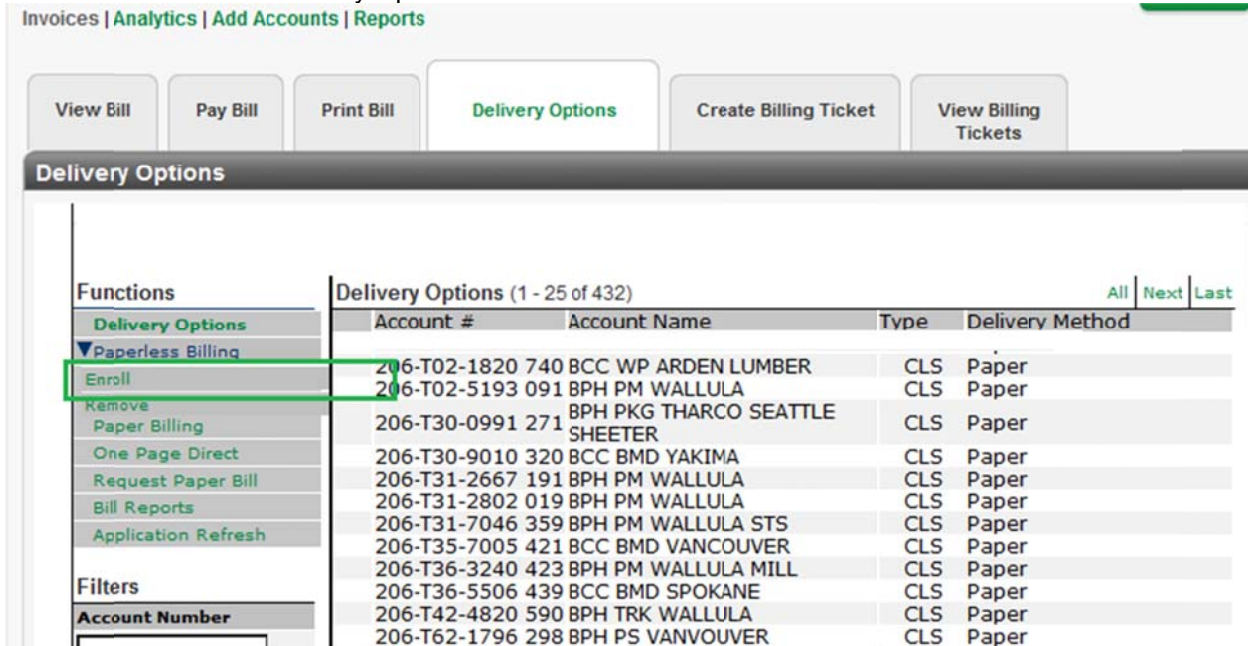---

Details:
1. **Delivery Options**
   Select Delivery Options hyperlink

Step 2. Enroll

Select **Enroll** from the Delivery Options sub menu.

Step 3. Select accounts
Choose accounts to Enroll for Paperless **Billing**

Step 4. Enroll
Click Enroll Buttons

Step 5. Enrollment Authorization
Check the box to authorize CenturyLink to suppress the paper invoice and send you an email notification when the invoice is available on line.

Note: The email notification option must be selected on the user profiles to finalize this step. See Step 5 of Control Center user setup

Step 6. Paperless Enrollment Complete.

Step 3 of 3: Paperless Enrollment Complete

Paperless Enrollment Complete

Your Paperless Billing enrollment has been processed.

The results of your enrollment(s) are below:

Paperless enrollment for Account 85406583,	was accepted!
Paperless enrollment for Account 77886929,	was accepted!

Please note, your Paperless Billing enrollment for any local accounts will not be applied immediately.

Be sure to note any errors listed above. We suggest using your browser's print function to save copy for your records.

CenturyLink appreciates your business.

Paperless Enrollment Complete

Done