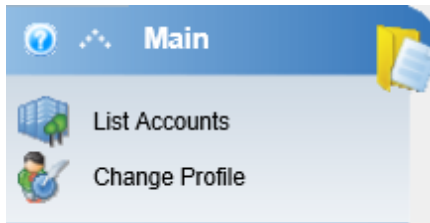




How-To Enroll in E-Bills

505 SWIFT BLVD · RICHLAND, WA 99352 · CI.RICHLAND.WA.US · 509-942-7390

1. Log into your City of Richland account at: <https://ecare.ci.richland.wa.us>.
 - a. If you haven't already registered, you will need to register for our online system and will need your City of Richland Customer and Account Number.
2. Click on "Change Profile" under the Main Menu



3. Click on "Manage Profile"

User Account



4. Update the "Receive E-bills" Question to reflect as *True*. If you no longer wish to receive paper bills, please change the "Receive Printed Bills" to *False*.
 - a. If you wish to continue to receive paper bills, please leave the *Receive Printed Bills? Answer to True*.

	Customer Number	<input type="text" value="00123456"/>	
	Account Number	<input type="text" value="00987654"/>	
	Receive eBills?	<input checked="" type="radio"/> True <input type="radio"/> False	
	Receive Printed Bills?	<input type="radio"/> True <input checked="" type="radio"/> False	

5. Click "Update"



6. A successful request will result in a confirmation email from AcctOpsAdmins to the email address associated with your City of Richland online account.

From: AcctOpsAdmins
Sent: Friday, January 13, 2017 1:23 PM
To: Valued Customer
Subject: City of Richland Infinity.Link Profile Update Notice

Dear Valued Customer,

Your profile on the City of Richland Infinity.Link has been successfully updated.

Account Number: 00123456
Customer Number: 00987654
E-Billing: Yes
Printed Bill:

Sincerely,
Infinity.Link