

# Paperless Billing Instructions

**STEP 1** Click on "My Profile"

Runestone Electric Association  
A Touchstone Energy Cooperative

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My Information

Heartland Security

Update My Login E-Mail or Password

Manage My Stored Payment Accounts

Update My Security Phrase

Update My Secret Hint Question

Update My Custom Meter Descriptions

**Update My Paperless Settings**

**Paperless Settings**  
Please review your paperless settings.

Customer	Account	Paperless
John Doe	11111111	<input type="checkbox"/> OFF

**STEP 3** Click on the paperless slider.

Billing & Payments | My Profile | My Usage | Notifications | Contact Us

Call Us: 800-473-1722

Version: 10.0.3

**STEP 2** Click on "Update My Printed Bill Settings"

**Paperless Settings**

Are you sure you want to set account 11111111 to paperless?

**STEP 4** Press "Yes"

**Success**

Your paperless bill status has been changed.

**STEP 5** When you receive this message, you are all complete with setting up your paperless billing.

*NOTE: When you switch to paperless billing, you are able to switch back to getting a paper bill at any time. The process for changing back to paper bills is the same as switching to paperless.*