

ELECTRONIC BILLING COMES TO MOUNTLAKE TERRACE

For some time customers have asked us to provide paperless billing. We are excited that we are ready to offer this optional service.

- **Save Energy, Save Money, Go Green**
- Easy, convenient & **FREE!** We'll notify you by email every other month when your bill is ready to view.
- Pay your bills via the Internet wherever you are. (\$2 online payment surcharge applies.)
- View and print up to 12 months of bills online.
- Receive a PDF copy (password protected) in your email In-Box.
- Reduce the chance of identity theft by eliminating paper bills.
- No Hassles: No checks, No envelopes, No stamps.

Give our paperless billing a try. You don't give up your paper statement unless you want to, and you can cancel it at any time if you decide it's not for you.

What do you need to do now?

- The first step is for you to register. You will need a current bill at hand. There are two items from the bill you need to enter to register. Those are your Account Number and the Customer ID number. They are found on the top of the bill as shown below:



| | | | |
|--|---------------|-------------|-------------|
| ACCOUNT NO. | BILL NO. | BILL DATE | TOTAL DUE |
| 123456 | | 06/07/2013 | 24.87 |
| DUE DATE | PRIOR BALANCE | NEW CHARGES | AMOUNT PAID |
| 07/07/2013 | 0.00 | 24.87 | |
| SERVICE ADDRESS | | | |
| SHUT OFF DATE FOR BALANCE DUE THIS CYCLE | | | |
| | | | 08/08/2013 |

E-Billing Registration Location

CITY OF MOUNTLAKE TERRACE
PO BOX 34858
SEATTLE, WA 98124-1858



Please return this bill stub with payment ONLY. See back for correspondence mailing information.
63/0.39



6789

- Using your web-browser, enter this web-address: <https://cityofmlt.afts.com>
Enter the address in your browser as shown below.
- During the registration process you will:
 1. Setup a username and password. These will be used after your account is "validated" to login.
 2. You will receive an email with a link that brings you back to the website which completes the validation. You can then login.
 3. Your account is automatically setup to receive both paper **and** electronic bills during the registration process.
- Click the *Manage Your Account* button after logging in to make changes to your account, turn off paper billing, change email addresses, passwords, or request a PDF version of the bill to be emailed to you.

City of Mountlake Terrace

<https://cityofmlt.afts.com>

Go Green with E-Billing!

Enter your user name and password below:

Username

Password

First time visitors should **Register** their account by clicking the Register button. Information will be shown on that page to help you complete the registration process.

Returning customers that have **already registered** must enter the username and password you selected during the registration process and click the Login button.

QUESTIONS OR COMMENTS: utilitybilling@ci.mlt.wa.us