



# Setup Paperless Billing

1. Go to [myutilities.leegov.com](http://myutilities.leegov.com)
2. Log into your account.

A screenshot of the Lee County Utilities login page. It features the company logo at the top, followed by a "User ID" field with the placeholder text "Enter user ID", a "Password" field with the placeholder text "Enter password", a blue "LOG IN" button, a link for "Forgot User ID or Password?", and a link for "Need a profile? Sign up." with a person icon.

New to LCU?

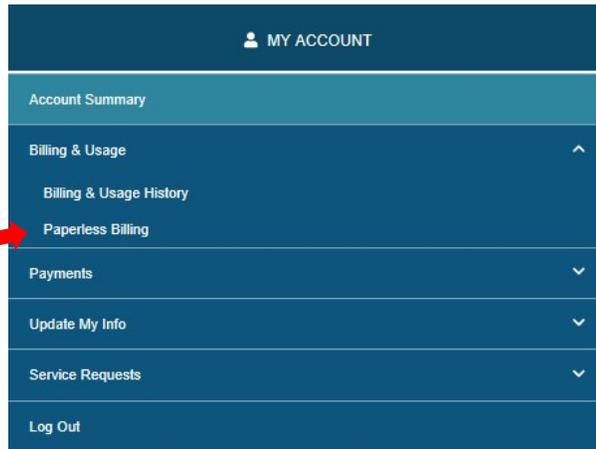
START SERVICE

Need one-time access?

MAKE A PAYMENT

[Frequently Asked Questions](#)

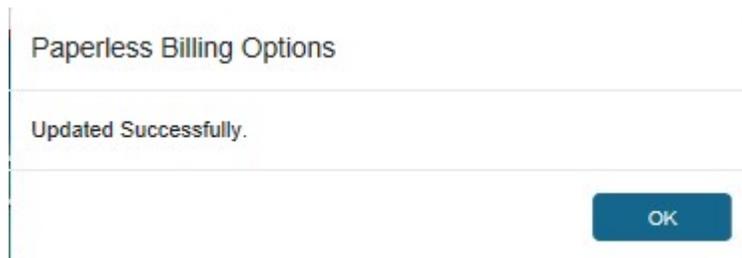
3. From the Account Summary page click on the Billing & Usage dropdown. Then click on Paperless Billing.



4. Once the Paperless Billing Options page loads click on Paperless Billing with Email Notification and click the box stating you understand all bills will be electronic then click submit.

The 'Paperless Billing Options' form includes: a title 'Paperless Billing Options (for account )', a section header 'Billing Options', an explanatory paragraph, an 'Email Address' field with an 'Update' link, a 'Current Option' dropdown set to 'Paper Billing', a 'Billing Option' section with two radio buttons: 'Paperless Billing with Email Notification' (selected, highlighted with a red arrow) and 'Paper Bill', a consent checkbox (checked, highlighted with a red arrow) with the text 'By checking this box, I understand that I am enrolling in paperless billing and that I will receive my bill electronically. Additional notification options, including text messaging, can be set up on the Manage Notifications page in the Update My Info section.', and a 'SUBMIT' button.

5. Click OK in the confirmation box. You will then be routed back to the Account Summary page.



6. At the bottom of the Account Summary page under My Preferences, billing options is now set to Paperless.

