

E-BILL SETUP INSTRUCTIONS

STEP 1:

Go to www.mypremieronline.com.

STEP 2:

At the top of the page click the link titled “**Pay Your Bill.**”

**** Once your account has been created, this is where you will go to view your invoices or change your e-bill settings.**

STEP 3:

A new screen will appear. Click “**Register Here**”.

**** Once you have created your e-bill account you will enter your username and password to sign in.**

STEP 4:

****You will need information from your most recent bill**

- Enter your **invoice number** in the blank (the invoice number is listed under your account number on your bill).
- Enter the **amount due** in the blank (the amount due is found on your bill.)

[Return to login](#)

Register By Invoice

Invoice Number

What's this?

Amount Due

Please enter your invoice number and amount due as they appear on your most recent invoice.

[Continue](#)

Account Summary	
Account Number	12345678-9
Invoice Number	12345678
Bill Date	Dec 01, 2012
Due Date	Dec 20, 2012
Previous Bill	\$ 0.00
Previous Payments	\$ 0.00
Previous Balance	\$ 0.00
Advance Payments	\$ 0.00
Current Charges	\$ 1,234.56
Amount Due	\$ 1,234.56

(Your monthly Premier Communications bill)

STEP 5:

- Enter your email address (a confirmation email will be sent to activate your login.)
- Create a password - this will also be used every time you login to view your bill. The password must be 6 characters or more.
- Choose a security question and fill in the corresponding “answer.” This question will ensure that your account isn’t compromised by someone else.
- Click the green “**register**” button.

Keep your email and password – you will need these whenever you want to login to view your invoice, pay your bill or update your e-bill preferences and settings.

[Return to login](#)

Registration

Email Address

Username will be your email address during login

Password

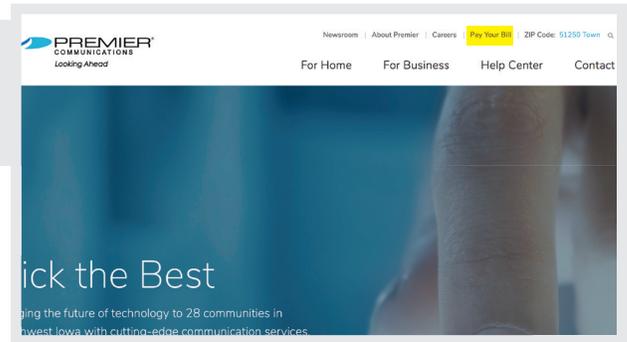
Password must be 6 or more characters

Confirm Password

Security Question
What was my first pet's name?

Security Answer

[Register](#)



Username

Password

Password is required

[Sign in](#)

Don't have an account? [Register here](#)

[Forgot your password?](#)



Need help remembering the username and password you chose in Step 6? Write them below.

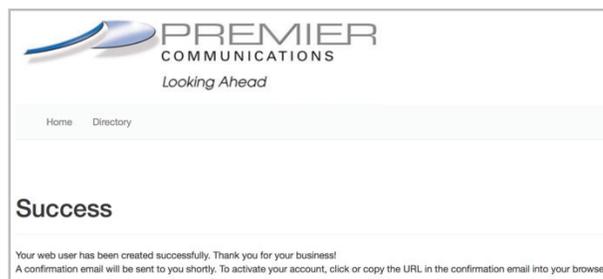
Username:

Password:

STEP 6:

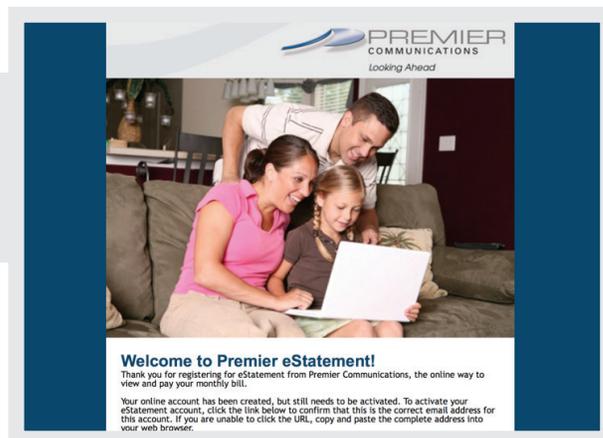
You will see a “success message.”

An email will be sent to the email address that you used to register.



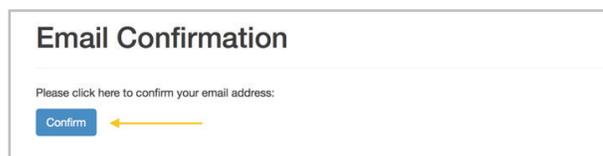
STEP 7:

Open your email and open the email from Premier Communications. Click on the “activate” link in the email to activate your e-bill account.



STEP 8:

You will see a screen appear. Click the “confirm” button. You are now able to view your invoice online!



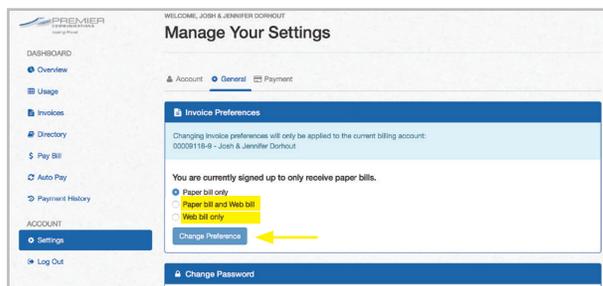
STEP 9:

Sign in to your e-bill account by repeating steps 1-3. In Step 3, when you are prompted for an email and password, enter the credentials you created in Step 5.

STEP 10:

In your e-bill account, go to the “settings” tab. To enable e-billing simply select the “web bill only” option. Or, if you prefer to get a paper bill in the mail in addition to an e-bill, you can select “paper bill and web bill”.

To finalize your selection click “Change Preference.”



Congratulations! Your e-bill account is now set up.

Are you having trouble setting up your account?

Our customer service representatives can help. Please call us at **800-741-8351** for assistance.