

# E-BILL ENROLLMENT GUIDE

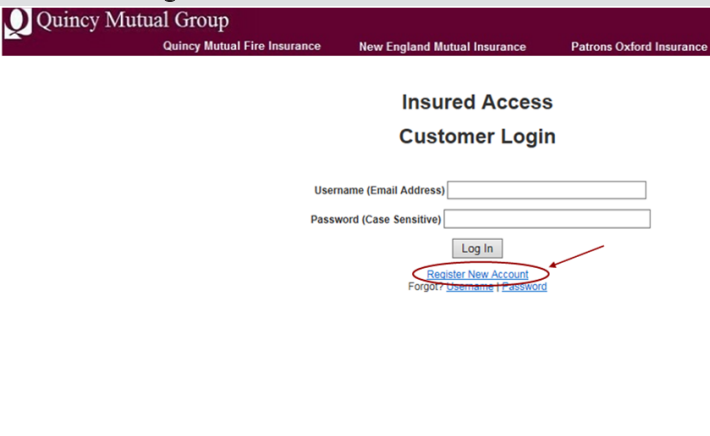
## Part 1 - Login & Register

1. Visit [www.quincymutual.com](http://www.quincymutual.com)
2. Select the **Customer Login** button under the banner.

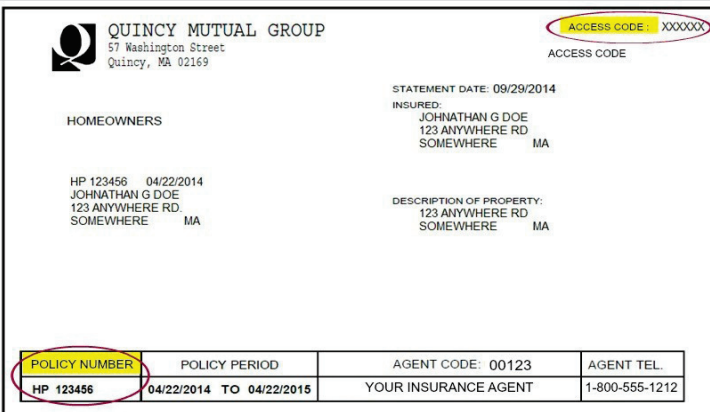


If you have already registered your account then login and proceed to **Part 2**. If not, then continue to the next step.

3. Select **Register New Account**.



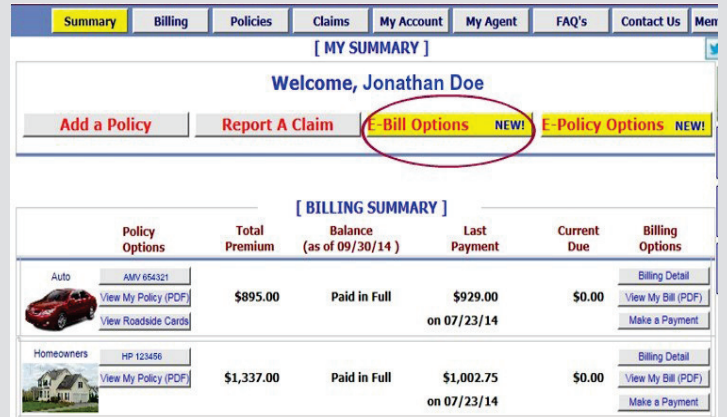
4. Enter the required information including your policy number and access code which can be found on your billing invoice.



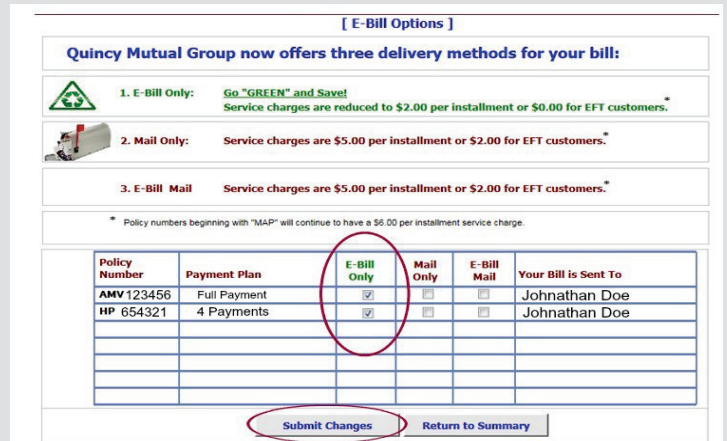
5. Once you have successfully completed the registration process, proceed to **Part 2**.

## Part 2 - Sign up for E - Bill

1. After logging in, select **E-Bill Options**.



2. Check the box in the **E-Bill Only** column next to your policy. Click **Submit Changes**.



**Congratulations!** You have successfully enrolled in E-Bill and will begin receiving statements via email beginning with your next billing invoice!

If you have any questions or concerns about E-Bill, please visit the FAQ section of our website, [www.quincymutual.com](http://www.quincymutual.com) or call customer service at 1-800-899-1116 ext. 5390

