



# No envelope, please. Get your bill electronically.

When you simplify your bill paying process by doing it electronically, you'll save plenty of time. We offer a number of secure and efficient ways to receive your bills electronically. We're happy to help you set up a process that works best for your company.

## Online Billing

Online billing or paperless billing provides an electronic version of your statement online rather than getting a paper bill in the mail. You save time, trouble and trees.

### How it works

You can set up a profile on our website, and then either enroll your company in paperless billing online or contact our call center to have an agent enroll you. With your next statement, you will receive an email notification when your bill is ready to view online. You can then log in to our secure website to view and download a copy of your bill for all accounts.

### Benefits to your company

- Bills are stored securely on our website and accessible 24 hours a day, 7 days a week
- Bills can be downloaded or printed if a paper copy is needed
- Email notifications can be sent to multiple reviewers
- Easily manage multiple accounts with one user ID
- Multiple users can view the same account from different locations
- Ability to download bill history for prior 24 months for further manipulation, reporting and charting

### How to get started

Visit [pacificpower.net](http://pacificpower.net), create a user ID and follow the on-screen directions. Once your account is linked to your online profile, click Paperless Billing on the main menu. Be sure to have your company's tax ID number when setting up your online profile. It only takes a few minutes to enroll in paperless billing.

Please contact our Web Solutions team toll free at 1-800-538-4228 for assistance.

## Electronic Data Interchange Invoicing (EDI)

Electronic Data Interchange adds an additional level of security to the billing process, compared to receiving your bills in the mail. EDI is the electronic transmission of invoicing data from Pacific Power to your organization.

### How it works

Pacific Power transmits a secure EDI file containing the invoice details directly to your company. Your company then retrieves, decrypts and loads this data into your EDI translation software for review.

### Benefits to your company

- Faster transmission of data and more time for review
- Reduced labor costs from more efficient electronic transactions
- Ability to integrate seamlessly with your billing data software
- Increased security from electronic transmission of data

### How to get started

Contact our Business Solutions team toll free at 1-866-870-3419 and advise them that you are interested in EDI Invoicing. They will get you the appropriate enrollment forms and schedule a meeting with our EDI specialists to assist in establishing this service. Set up time will vary, though it typically takes one to two weeks.



*Let's turn the answers on.*