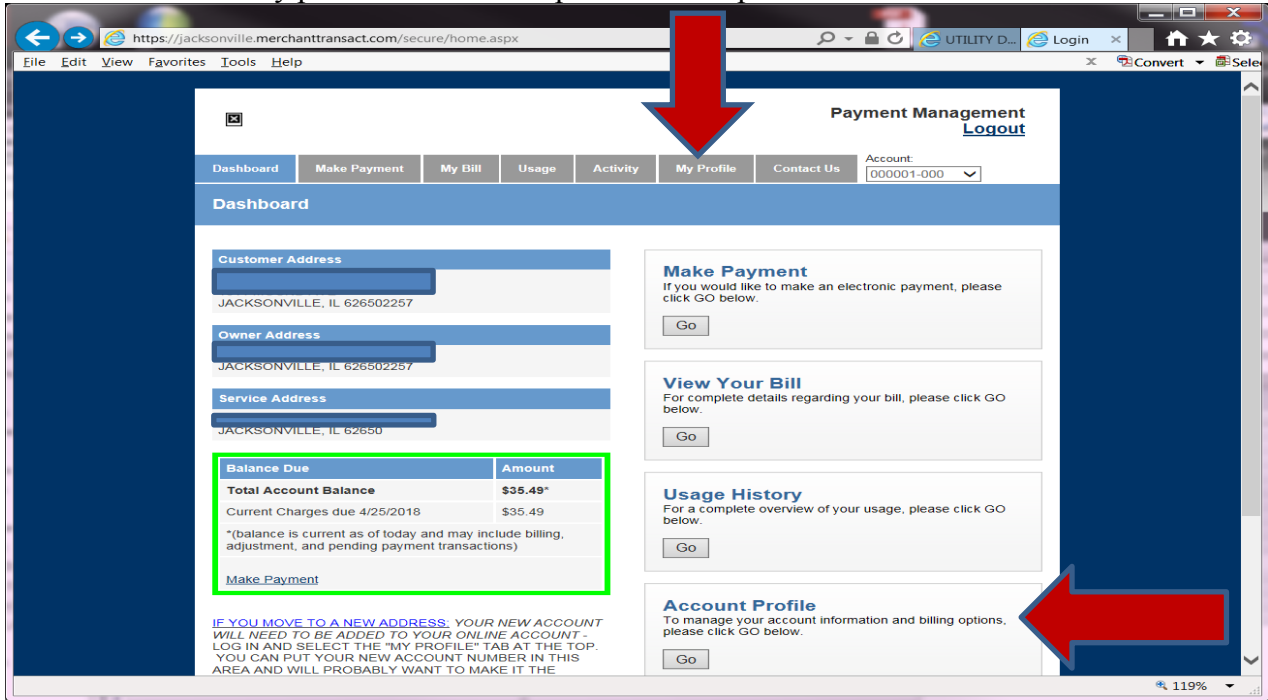


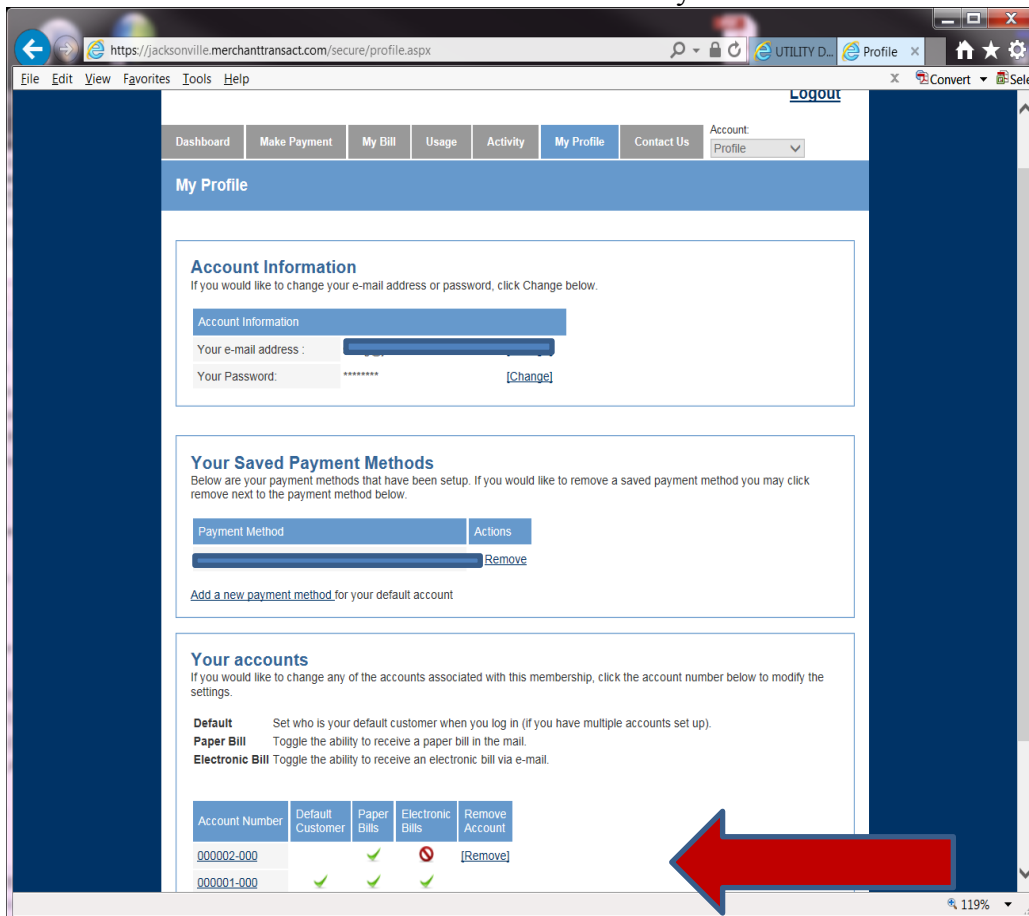
E-BILL SIGN UP INSTRUCTIONS

After you create an account on the payment website-- follow these instructions to sign up for e-bills:

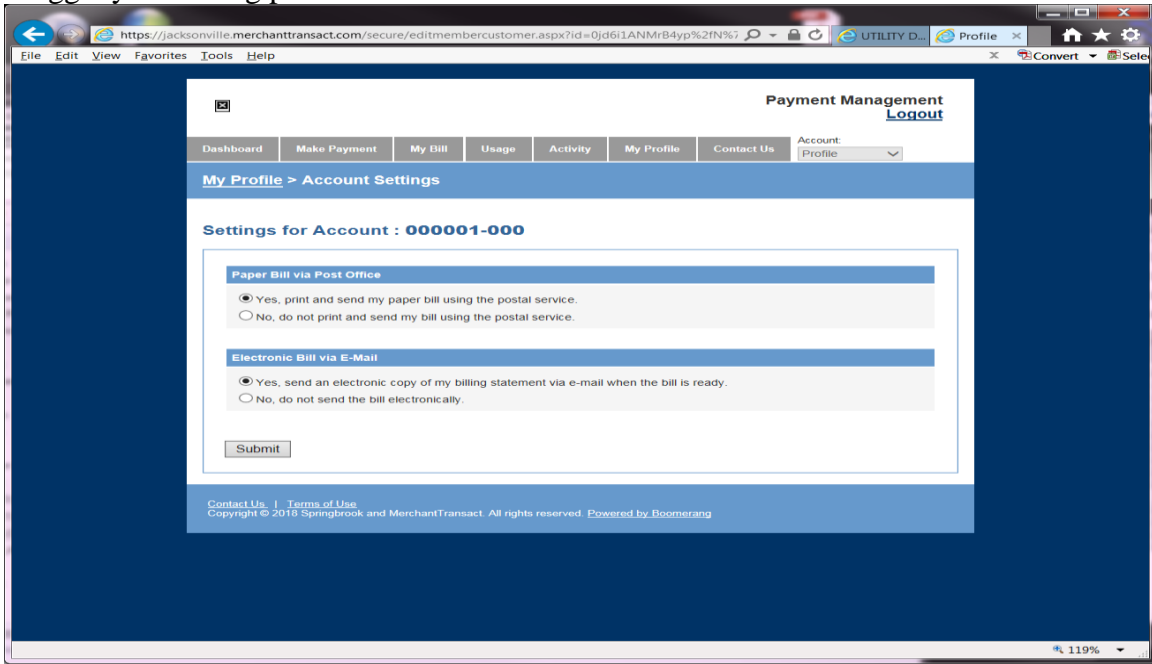
1. Log in to the payment website
2. Select the "my profile" tab at the top or "account profile" on the side



3. Under the "Your accounts" section double click on your account number



4. Toggle your billing preferences



If you have questions please call us at (217)479-4615 or email slong@jacksonvilleil.gov.