

# STEP-BY-STEP ONLINE BILL PAY INSTRUCTIONS:

## To Set Up E-Profile and Go Paperless

- **Be sure to have included invoice in hand**
- Go to [www.AdvancedDisposal.com/billpay](http://www.AdvancedDisposal.com/billpay)
- Once redirected, select “New User? Register here” option on the right of the page

## Step One: Enrollment

- Enter Personal Information
- Enter Security Profile Information
  - **Be sure to adhere to password requirements:** your password must be at least 8 characters long, contain a minimum of 2 alpha characters, at least 1 numeric digit and only 1 special character (example: @, !, \$)
- Enter Account Information
- Select “AutoPay/Recurring Payment” preferences
- Select “Notifications/Reminder” preferences
- Select “Other Setting” preferences
- Click “Submit”

## Step Two: Add Payment Account

- Select “Add Bank Account” or “Add Credit Card”
- Enter Payment Information
- Click “Submit”
- After successfully setting up your payment account, you’ll receive a confirmation message
- Click “Continue”

## Step Three: Recurring Payment Set Up

- Select “Add Recurring Payment”
- Select a billing account from the list of accounts set up under your subscriber name
- Select a payment account from the list set up to attach to the recurring payment for this account number
- Select “Recurring Payment Date” – options are 6 through 28

**When finished with steps One through Three:  
Click “Submit”**

## To Manage or View Other Accounts

To manage or view other accounts under a subscriber name, you can add additional account numbers. Be sure to have your invoice in hand. You will need the account number, site number and invoice number to link the account to a user name.

- Select “Profile” along the top task bar
- Select “View Enrolled Accounts”
- Add new account information
- All linked accounts will appear in the bottom grid
- The “Add Recurring Payments” screen will need to be set up for each account linked
- Select the account, payment account and recurring date

**Click “Submit”**