

## SIGNING UP FOR PAPERLESS INVOICING

Please contact customer service at [cs@ad-id.org](mailto:cs@ad-id.org) or (704) 501-4410 for assistance.

If you are a new customer on Ad-ID signing up for the first time, please view the “Signing Up as a New User” instructions for information on how to sign up on Ad-ID and set up paperless invoicing.

For existing customers, please see instructions below.

**Note:** Only Administrators have the ability to sign up for paperless invoicing. If you are not an Administrator, please contact the Administrator of the group for assistance.

1. Click on the “Edit Company Information” button at the top of your home page.
2. On the right side, under Billing Details, enter the email address that you would like all invoices and statements to be sent to. You can include multiple emails by separating each email with a comma.
3. Check off the box to authorize Ad-ID to email all invoices and statements.
4. Click on Update to save changes.

Group: Top Agency-Joe's Fo ▼
Home
My profile
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Logout

**cs@ad-id.org**
Add users
Edit Users
Edit Company Information
Reports
Add New Group
Partnership Options

Company information updated successfully.

### Company Information:

#### Business Information

Company/Group Name:

Phone:

Address:

City:

State:

Zip:

Country:

Company Status:  Active  Not-Active

#### Billing Details

Billing Contact:

Title:

Email:  ← Enter email that invoices/statements should be sent to.

Phone:

Address:

Address Line 2:

City:

State:

Zip:

Country:

I authorize Ad-ID to email all invoices and statements to the email provided.

## CANCELLING PAPERLESS INVOICING

**Note:** Only Administrators have the ability to cancel paperless invoicing. If you are not an Administrator, please contact the Administrator of the group for assistance.

1. Click on the "Edit Company Information" button at the top of your home page.
2. Uncheck the box to authorize Ad-ID to email all invoices and statements.
3. Click on Update to save changes.


### Company Information:

#### Business Information

Company/Group Name:   
Phone:   
Address:   
  
City:   
State:   
Zip:   
Country:   
Company Status:  Active  Not-Active

#### Billing Details

Billing Contact:   
Title:   
Email:   
Phone:   
Address:   
Address Line 2:   
City:   
State:   
Zip:   
Country:

Uncheck box   I authorize Ad-ID to email all invoices and statements to the email provided.