

eBILL INSTRUCTIONS

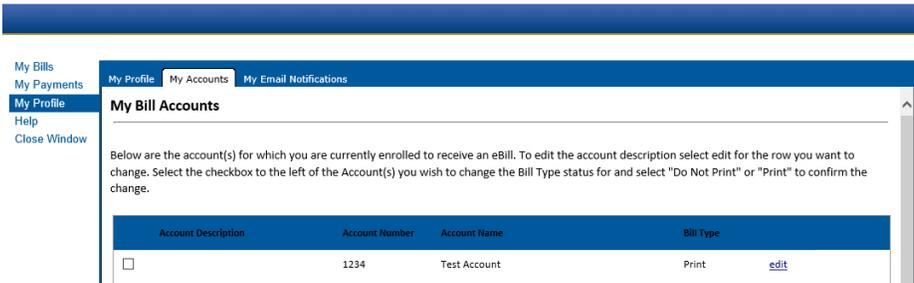
SIGNING UP IS QUICK AND CONVENIENT!

To Sign up for Electronic Billing, "eBill":

1. Login to PHLI.com
2. Click "Bill Pay" under MyPHLY or select "Make Payment" and then choose the radio button for ACH to access eBill. If the Paperless Billing pop-up is received, select "Yes, sign up for paperless billing" and enrollment is complete.
3. Otherwise, click "My Profile"
4. Click "My Accounts"



A Member of the Tokio Marine Group



My Bills
My Payments
My Profile
Help
Close Window

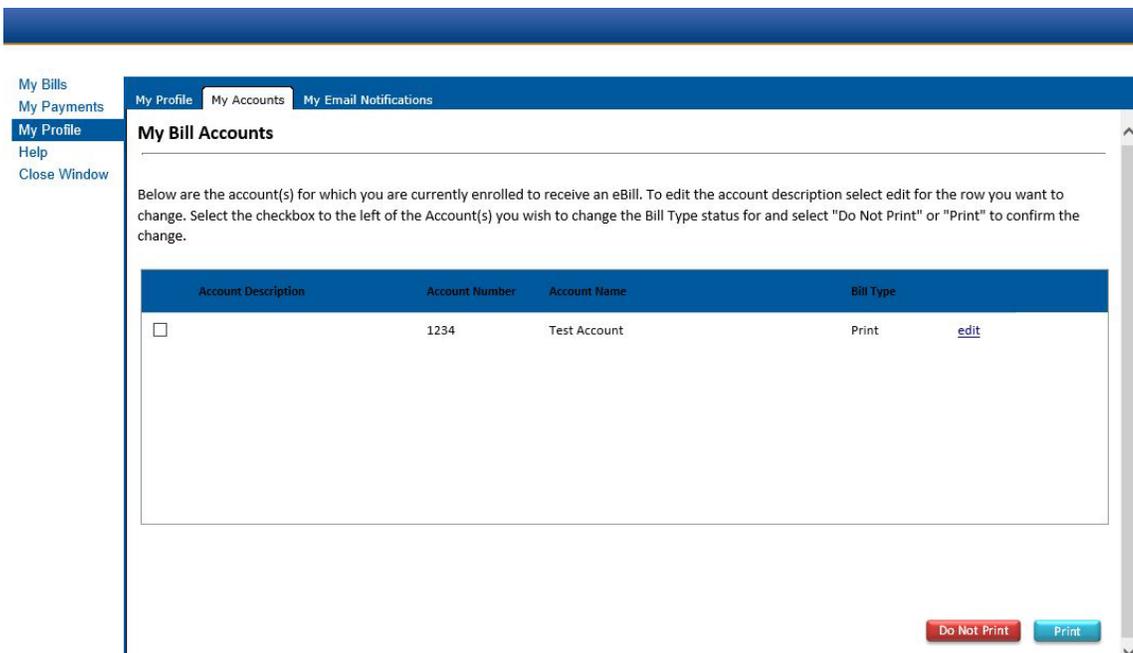
My Profile My Accounts My Email Notifications

My Bill Accounts

Below are the account(s) for which you are currently enrolled to receive an eBill. To edit the account description select edit for the row you want to change. Select the checkbox to the left of the Account(s) you wish to change the Bill Type status for and select "Do Not Print" or "Print" to confirm the change.

Account Description	Account Number	Account Name	Bill Type
<input type="checkbox"/>	1234	Test Account	Print edit

5. Select the check box to the left of the Account(s) you wish to change the Bill Type status for and select "Do Not Print" or "Print" to confirm the change.



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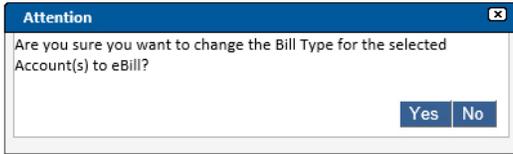
Account Description	Account Number	Account Name	Bill Type
<input checked="" type="checkbox"/>	1234	Test Account	Print edit

Do Not Print **Print**

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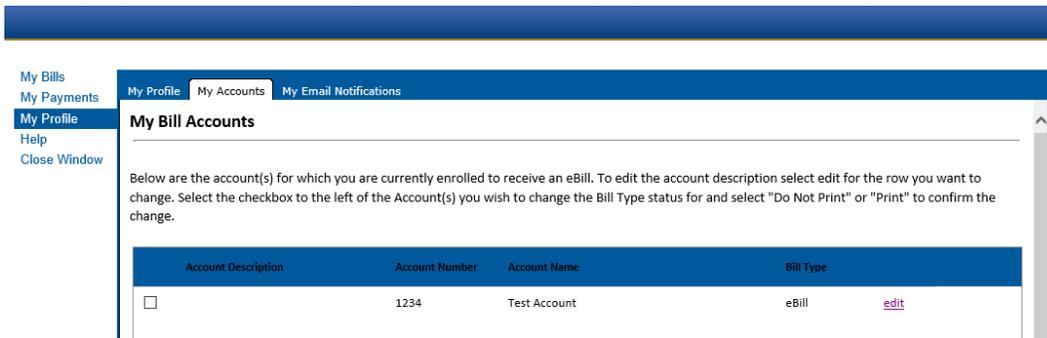
eBill INSTRUCTIONS - *continued*

6. The following pop up will appear

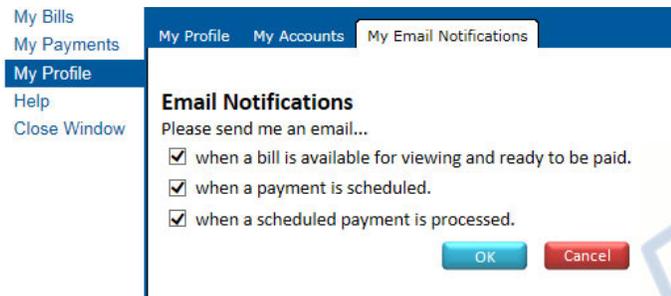


7. Click, "Yes"

8. Your Bill Type option(s) will update to show the changes that were selected



9. Click "My Email Notifications"- notifications will automatically default to the options below. These options can be changed at any time.



For further questions or concerns, please contact our Customer Service Team at 877.438.7459

800.873.4552 | **PHLY.com**

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