

Emailing Regular & Reminder Statements from your Email System:

When you select **Print, View, Save Statement** at the time of billing or anytime thereafter you can save the statement to your desktop using standard the standard PDF Save File function. Be sure to pay attention to where you Saved Files (statements).

After you save the statement on your computer, you can attach it to an email as you would attach any other document to an email.

Emailing Reminder Billing Statements:

Until Interbill has internal email available for Reminder Statements, this is the procedure to use to email Reminder Statements.

End