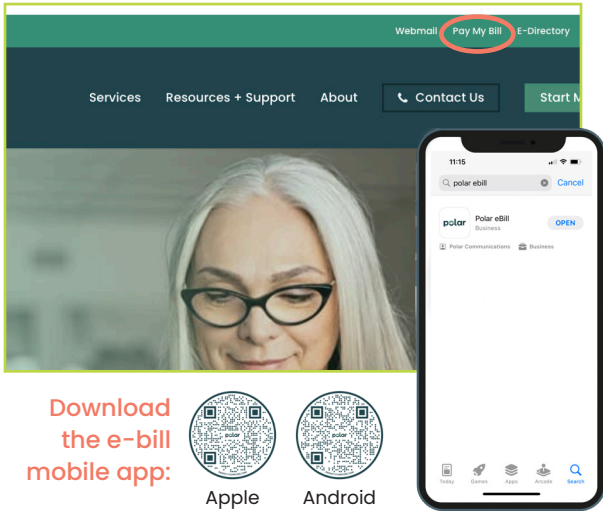
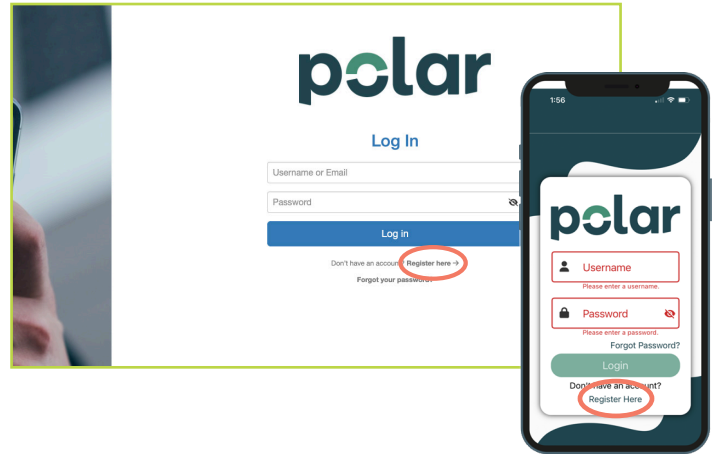


Setting up e-bill

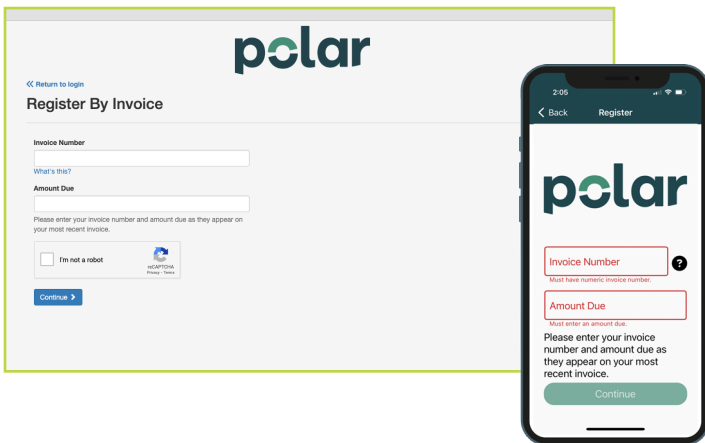
Step 1: Go to www.polarcomm.com on your computer and select **Pay My Bill**. You can also use our e-bill mobile app.



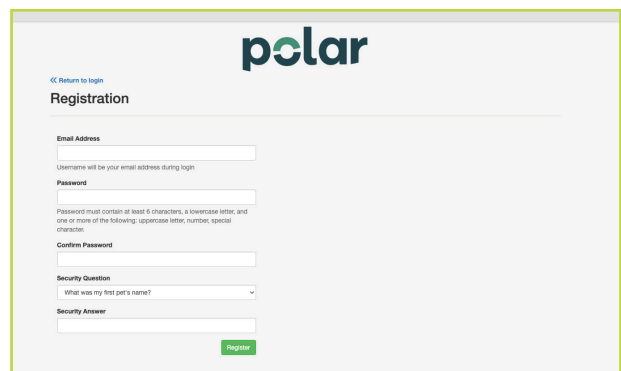
Step 2: Select **Register here** to set up your account.



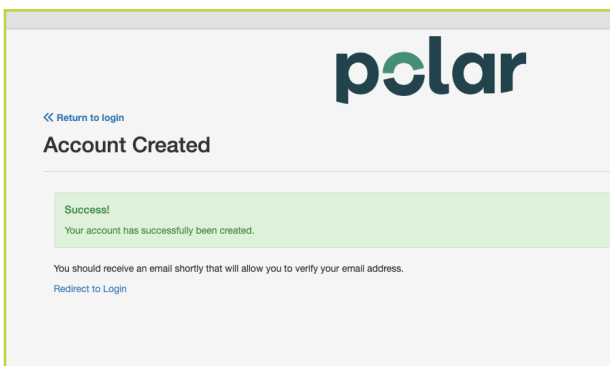
Step 3: Enter the invoice number and amount due from your most recent bill and select **Continue**.



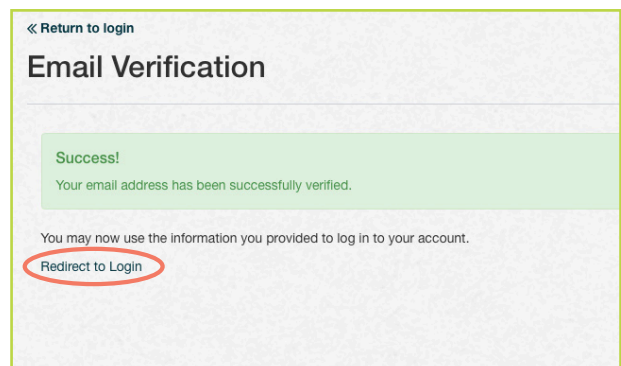
Step 4: Complete the required fields and select **Register**.



Step 5: You will see a confirmation screen that your account has been successfully created. Check your email for a message from billing@polartel.com with the subject line: Confirm Registration. Click on the link in the email to activate your account.



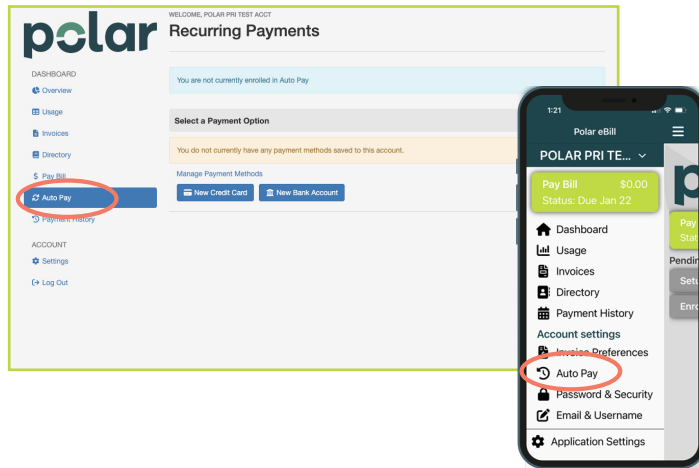
Step 6: Once you click on the link in the email, you will be brought to this Email Verification screen. Select **Redirect to Login**. You can now enter the email address and password you set up in Step 4 to sign into your account.



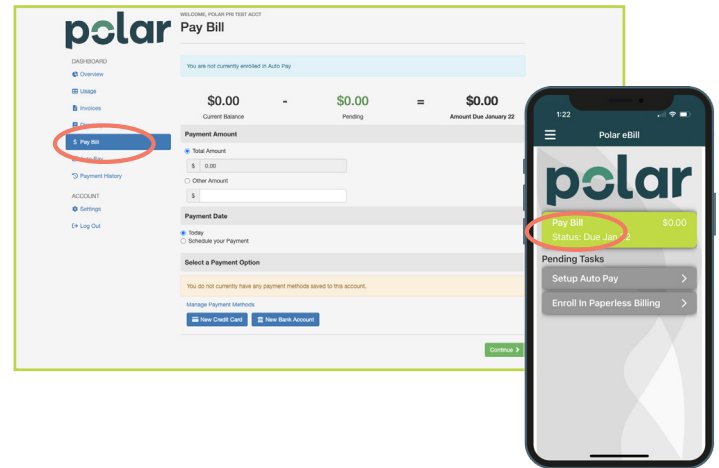
Success! You have successfully signed up for E-Bill! You will now be able to access your account online each month to view your bill and make a payment. You will receive a monthly email when your bill is ready to view.

Making a Payment

Select **Auto Pay** to set up an automatic monthly recurring payment.

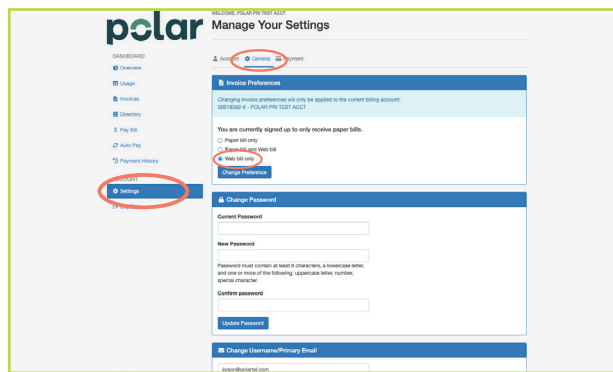


Select **Pay Bill** to make a one-time manual payment.

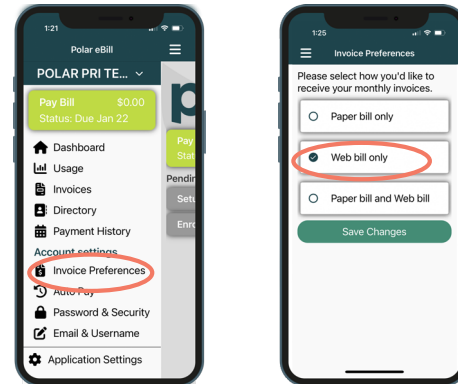


Paperless Billing

To stop receiving a printed bill in the mail each month, select **Settings**, then **General**. Select **Web bill only** to change your preferences.



On the mobile app, select **Invoice Preferences**, then **Web bill only**.



284.7221

customerservice@polartel.com

polartel.com