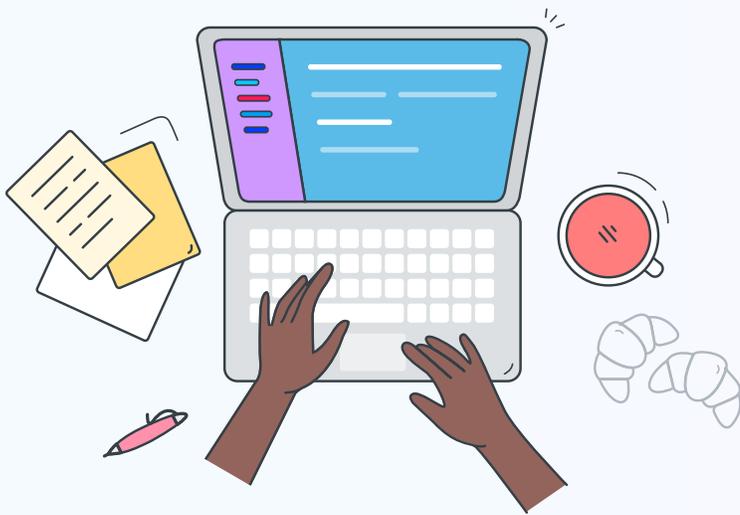


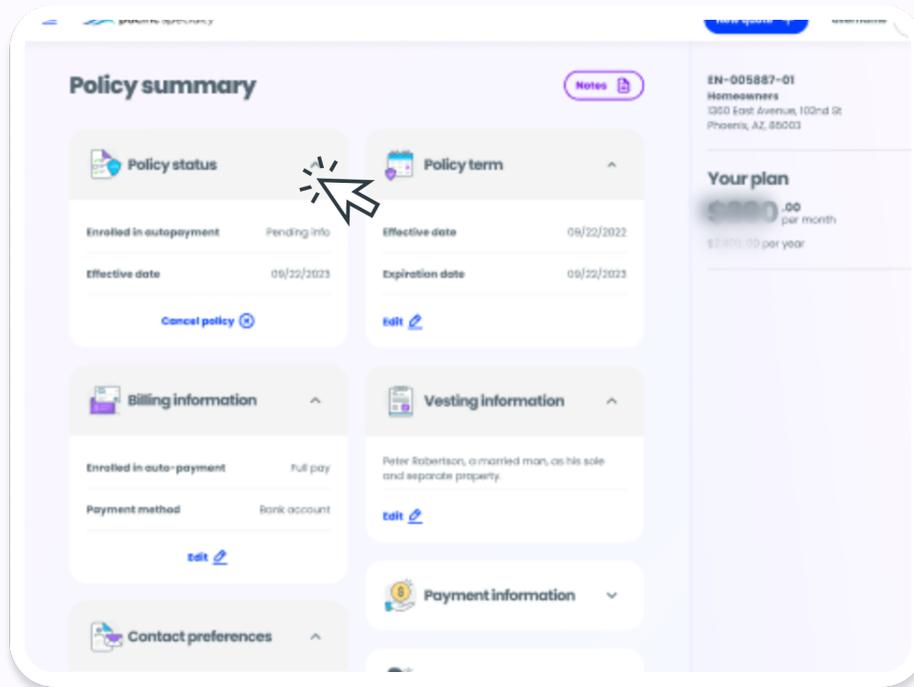


# Guide: Transitioning to a Paperless

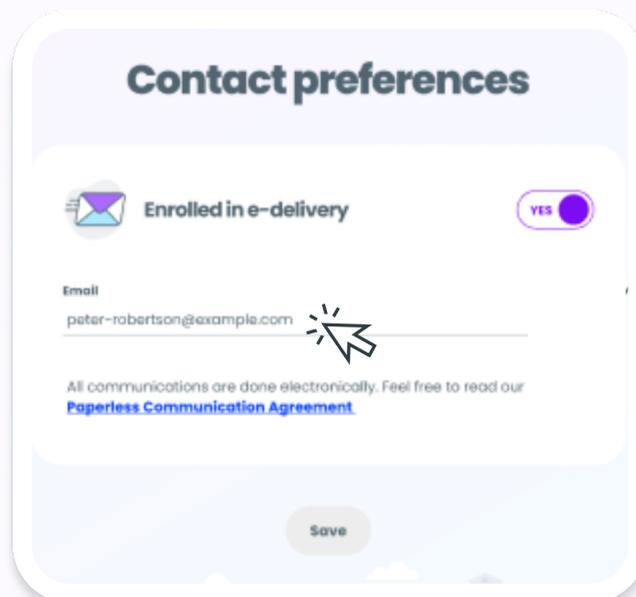
Welcome! In this guide, we will walk you through step by step so you can take full advantage of the **Go Paperless Insurance Service**. With this innovative option, you will be able to access your documents and related processes digitally, without the need for physical paperwork.



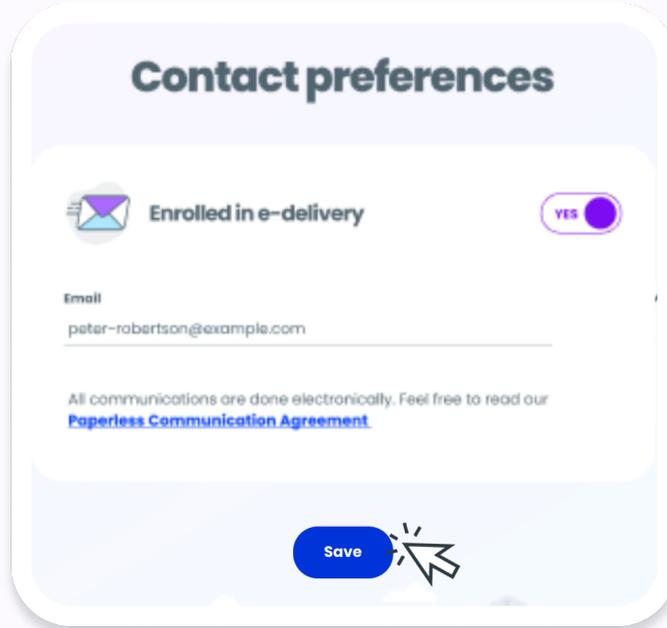
1. First, let's sign in to your account in [My Portal](#). Once you're logged in, look for the Policy Management section.



2. After you have entered the Manage Policy section, look for Policy Edit. Find the Contact Preferences card and select it. On this card, you'll see your current preference. If it shows NO, change it to YES by selecting the appropriate option.



3. Complete the email field, the system will automatically trigger a green notification without the need to save the changes.



**Contact preferences**

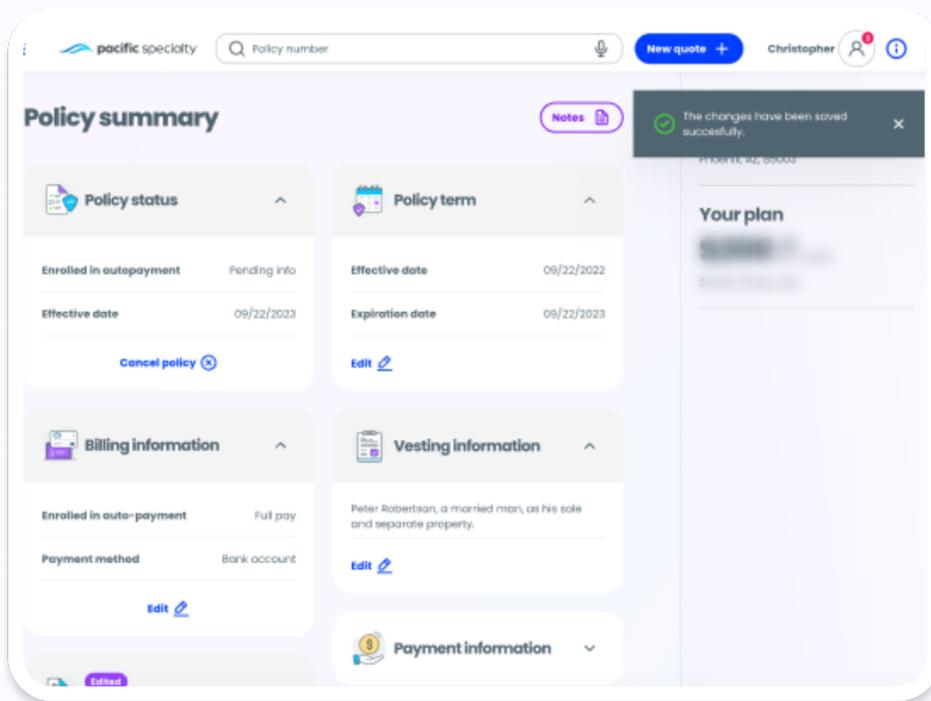
 **Enrolled in e-delivery** YES

**Email**  
peter-robertson@example.com

All communications are done electronically. Feel free to read our [Paperless Communication Agreement](#).

**Save**

4. Save. This will ensure that any modifications or updates you made to your contact preferences are recorded in the system.



**Policy summary**

**Policy status**

Enrolled in autopayment	Pending info
Effective date	09/22/2023

[Cancel policy](#)

**Policy term**

Effective date	09/22/2022
Expiration date	09/22/2023

[Edit](#)

**Billing information**

Enrolled in auto-payment	Full pay
Payment method	Bank account

[Edit](#)

**Vesting information**

Peter Robertson, a married man, as his sole and separate property.

[Edit](#)

**Payment information**

**Your plan**

The changes have been saved successfully.

5. If your contact preference is already set to YES and you wish to change it or remove it, you will need to contact our customer support team [800-303-5000](tel:800-303-5000).

**Congratulations!** You have successfully completed the process.

