

Step 1: go to website

<https://whitehall.billingdoc.net>

Step 2: Create an account

The image shows two side-by-side screenshots of the Whitehall, MT website. The left screenshot is the homepage, featuring the Whitehall, MT logo at the top. Below the logo, it says "Welcome to the Whitehall, MT Portal" and provides information about payment processing and water bills. At the bottom, there are two buttons: "Create An Account" (highlighted with a yellow box) and "One-Time Payment". The right screenshot is the login page, which includes the Whitehall, MT logo and the text "WHITEHALL, MT". It has input fields for "Email" (with the example "clerk@townofwhitehall.org") and "Password". There is a "Remember me" checkbox and a "Sign In" button. Below the sign in button, there are links for "Don't have an account? Create An Account" and "Forgot Password?".

Step 3: Enter Credentials

The image shows a screenshot of the account creation form on the Whitehall, MT website. The form is titled "WHITEHALL, MT" and has the following fields: "Name" (with a person icon and placeholder "Enter Full Name"), "Email Address" (with an envelope icon and placeholder "Enter Email"), "Password" (with a lock icon and placeholder "Password 6-30 characters"), and "Confirm Password" (with a lock icon). At the bottom of the form, there are "Submit" and "Cancel" buttons. Below the form, there is a link: "Already have an account? Sign In".

Enter Full name, email address, and create a password. Hit submit.

Step 4: Add Account to Dashboard. (Click Add WEB ID)

The image shows a screenshot of the "Web ID Dashboard". At the top left, it says "Web ID Dashboard". At the top right, there is a "Dashboard" link. In the center of the dashboard, there is a large white box containing a plus sign icon and the text "Add Web ID".

Step 5: Type the first 3 characters of your first OR last name on statement.

Enter your WEB ID found on your statement.

Fill in the form below to attach a new account.

First 3 characters of the first or last name printed on your paper statement

Statement Name

Web ID

Web ID

Submit **Cancel**

Location of your account on your paper statement:

WHITEHALL, MT
PO BOX 529
WHITEHALL, MT 59759

Web ID: 1234
Account: 0000-00
Billed: 04/01/2022

PRESORTED
1ST CLASS MAIL
US POSTAGE PAID

SERVICE	CHARGES	PAST DUE	BALANCE
TOTALS	0.00	0.00	0.00

RETURN SERVICE REQUESTED

Account: 0000-00
Amount Due: \$0.00
Web ID: 1234
Due Date: 04/10/2022

Resident: JANE DOE
123 EXAMPLE ADD
Last Payment: 125.52 03/28/2022
Current Reading: 14887 03/15/2022
Previous Reading: 14887 02/15/2022
Usage: 0

JANE DOE
123 EXAMPLE ADD
KOOSKIA, ID 83539

>>> PLEASE PAY \$0.00 BY 04/10/2022 <<<

Successful adding of account

Web ID 954 was added. Thanks.

WEB ID 954

Edit Nickname

SERVICE ADDRESS: Your address will appear here

Name:
Your name will appear here

Statement Date:
2023-06-15

Due Date:
2023-06-12

Current Due:
\$0.00

Past Due:
\$43.93

Total Due:
\$43.93 (Paid \$0.00)

Pay Bill

Paperless

AutoPay

NOTE: Total amount due is as of your last billing statement and may or may not reflect recent payments, if you have a user account setup please login and see History for additional details.

See Statement History
See Payment History

Step 6: (OPTIONAL) Going Paperless – ESTATEMENT click on green paperless button

Current Due:
\$0.00

Past Due:
\$43.93

Pay Bill

Paperless

AutoPay

NOTE: Total amount due is as of your last billing statement and may or may not reflect recent payr History for additional details.

\$ AutoPay	Paperless	Account	Password
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Update your Paperless settings here:

By checking the "Check for Notification" boxes on either email or text notifications you agree to receive notification that your bill is available to view at this site once you have logged on with your user name and password.

Account Number	Email Notification to clerk@townofwhitehall.org	Text Notification
954	<input type="checkbox"/> Check for Notification	No confirmed number available



Click this box

whitehall.billingdoc.net says

By selecting this box you agree to turn ON email notifications for account 954. No paper bill will be sent when on. Please give this page a moment to refresh.

OK

Click ok to pop up

CONGRADULATIONS!! You are now signed up for EStatements!