Step 1: go to website

https://whitehall.billingdoc.net

Step 2: Create an account

Step 3: Enter Credentials

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

Step 4: Add Account to Dashboard. (Click 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

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

JANE DOE
123 EXAMPLE ADD
KOOSKIA, ID 83539

Successful adding of account

Web ID 954 was added. Thanks.

🖥 **WEB ID 954**

SERVICE ADDRESS: Your address will appear here

Name:	Statement Date:	Due Date:
Your name will appear here	2023-06-15	2023-06-12
Current Due:	**Past Due:**	**Total Due:**
$0.00	$43.93	$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

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	☐ 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!