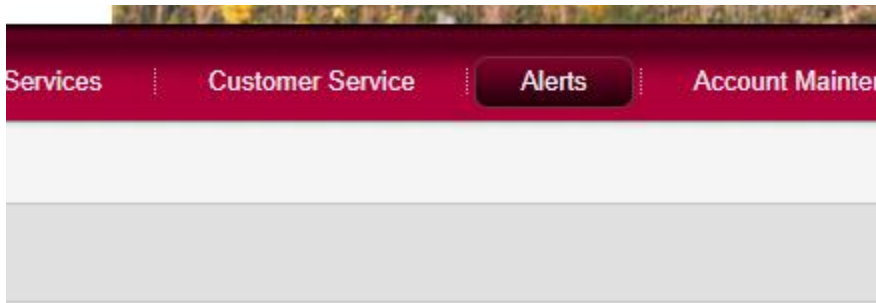


## How to add/change/update statement pin #

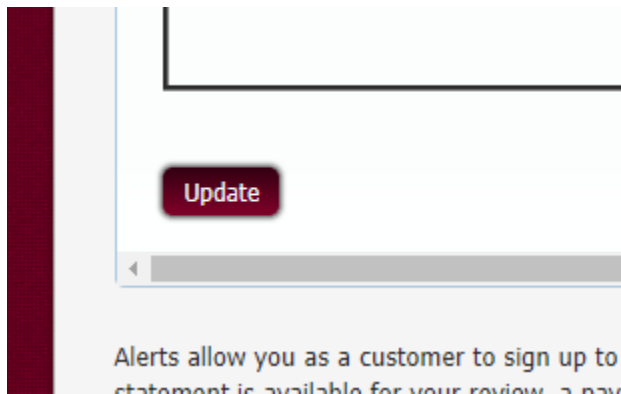
1. When logged into your portal click “alerts”



2. Scroll down, under subscriptions you can change your pin & paperless options

A screenshot of the 'Alerts' page in a web portal. The page has a grey header with the word 'Alerts' in white. Below the header is a blue navigation bar with three tabs: 'Subscriptions' (selected), 'Email History', and 'Subscription History'. The main content area is divided into two columns: 'Notification' and 'Contact Information'. Under 'Notification', there is a checked checkbox for 'Bill Notification: Notify the customer bill is available to view online.' Below this are two radio button options: 'Electronic Only' (selected) and 'Electronic and Paper'. Under 'Contact Information', there are two rows. The first row is for 'Email', showing a 'Remove' link and the email address 'victoria@nweco.com' next to an empty input field. The second row is for 'PIN', showing a masked input field with six asterisks '\*\*\*\*\*'.

3. Click update



Will apply change without notification.