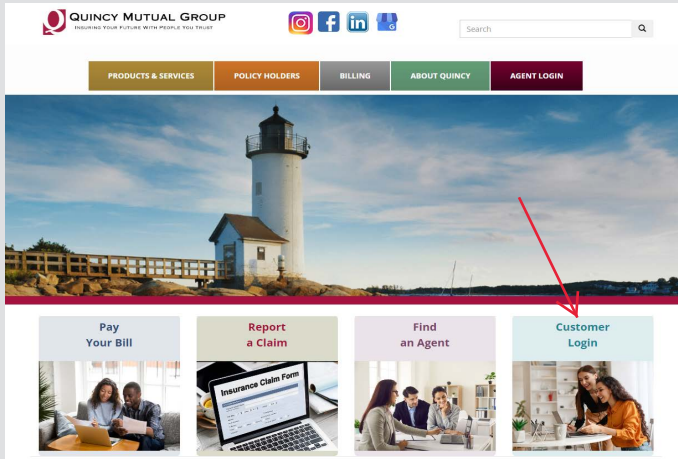


E-BILL ENROLLMENT GUIDE

Part 1 - Login & Register

1. Visit www.quincymutual.com
2. Select the **Customer Login** button under the banner.



If you have already registered your account then login and proceed to Part 2. If not, then continue to the next step.

3. Select **Register New Account**.



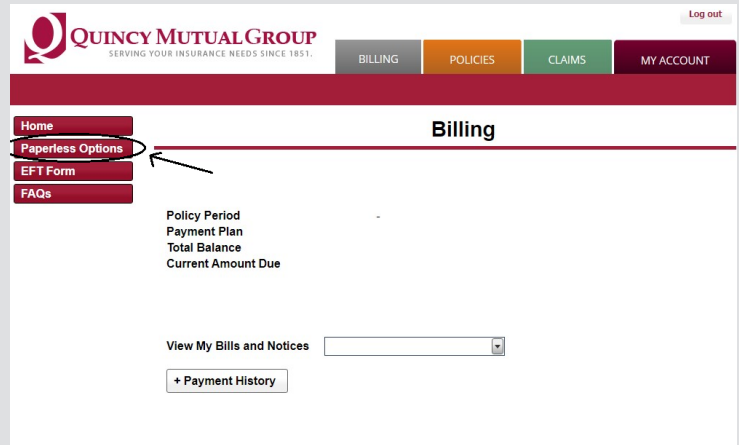
4. Enter the required information including your policy number and **access code** which can be found on your billing invoice.

QUINCY MUTUAL GROUP 57 Washington Street Quincy, MA 02169		ACCESS CODE: XXXXXX ACCESS CODE	
HOMEOWNERS HP 123456 04/22/2014 JOHNATHAN G DOE 123 ANYWHERE RD. SOMEWHERE MA		STATEMENT DATE: 09/29/2014 INSURED: JOHNATHAN G DOE 123 ANYWHERE RD SOMEWHERE MA DESCRIPTION OF PROPERTY: 123 ANYWHERE RD SOMEWHERE MA	
POLICY NUMBER HP 123456	POLICY PERIOD 04/22/2014 TO 04/22/2015	AGENT CODE: 00123 YOUR INSURANCE AGENT	AGENT TEL. 1-800-555-1212

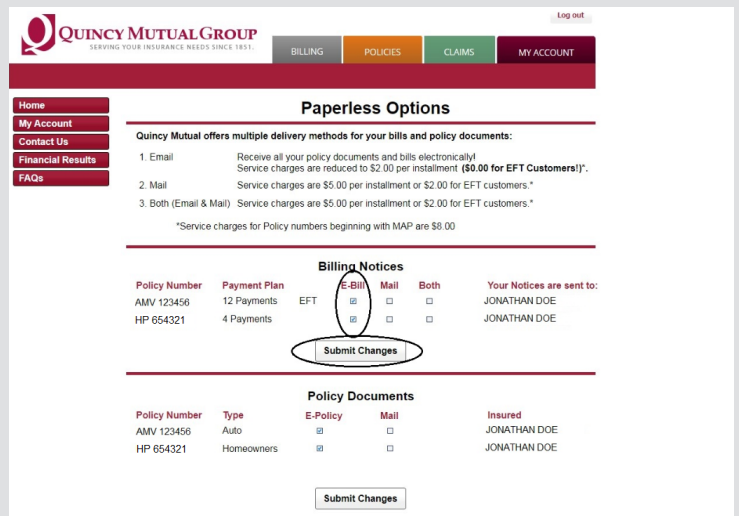
Once you have successfully completed the registration process, proceed to Part 2.

Part 2 - Sign up for E-Bill

1. After logging in, select **Billing**.
2. Select **Paperless Options**.



3. Check the box in the **E-Bill** column next to your policy. Click **Submit Changes**.



Congratulations! You have successfully enrolled in E-Bill and will begin receiving statements via email beginning with your next billing invoice!

If you have any questions or concerns about E-Bill, please visit the FAQ section of our website, www.quincymutual.com or call customer service at 1-800-899-1116 ext. 5390

