

PUBLIC **VENTURA COUNTY** **WORKS** county of ventura

How to Register for a Paperless Billing with your InvoiceCloud Account

1. Go to <http://invoicecloud.com/vcpwa> and click on “Sign In” at the top.

The screenshot shows the top navigation bar with 'Sign In', 'Register', and 'Contact Us' links. The main content area is titled 'Pay or View Bills' and contains two primary options: 'Pay online with One Time Pay, no registration required.' with a 'Pay Now' button, and 'Create an account to be able to use extended features.' with a 'Register Now' button. A 'Need Help?' section on the right provides contact information: (805) 378-3000, wscs@ventura.org, and an 'Email Us' button. A note at the bottom right states: 'To pay your bill by phone please call 855-844-0357.'

2. Login to your InvoiceCloud Account by entering your email and InvoiceCloud password.

The screenshot displays two side-by-side forms. The 'Sign In' form on the left includes fields for 'Email Address *' and 'Invoice Cloud Password *', a 'Sign In' button with a right-pointing arrow, and a link for 'Forgot your password?'. The 'Register' form on the right features a list of benefits: 'Review Invoice History', 'Review Payment History', 'Schedule Automatic Payments', and 'Pay With Previously Saved Remittance Information'. It includes a 'Register Now' button with a right-pointing arrow and contact information: '(805) 378-3000' and 'wscs@ventura.org'.

- Under "Services", locate the Paperless option and click the "Edit" button.

Your Account at a glance

I want to...




Pay my invoices >

- View my payment history >
- View my scheduled payment history >
- Manage my AutoPay settings >
- Manage my Paperless settings >
- Update my account information >

Recent Open Invoices >

No history available

Services

	AutoPay	EDIT
	Paperless	EDIT
	Pay By Text	EDIT



Recent Closed Invoices >

Invoice Date	Account #
4/22/2020	113630-31250

- In the paperless option menu, locate the green box and select "yes" to indicate that you want to enroll in paperless billing. Click the "Save my changes" button.

Paperless

Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments. [Need help with this feature?](#)

Account #	Type			Status
113630-31250	Water & Sanitation	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Not Paperless

Save my changes

5. In order to finalize your enrollment in paperless billing, you must read and Agree to the Terms by clicking on the “Complete Registration” link included in a confirmation email sent to your email address.



I have read and Agree to Terms and Conditions below.

[Complete Registration](#)

Dear VCWW

Thank you for for selecting paperless billing on 6/26/2020 12:24:30 PM, we're glad you'll be benefiting by reducing clutter while you are helping the environment.

To finalize your enrollment in paperless billing, you must click on the link below to verify that you have received and read this notification

If you have any questions about your account, please contact us at wscs@ventura.org.

If you prefer not to go paperless, simply do not complete registration below or go to Paperless Options in your account profile and click cancel registration.

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.

Sincerely,

Ventura County Public Works Agency

Account Number:

113630-31250

[Online Billing Privacy Policy](#)

I have read and Agree to Terms and Conditions below.

[Complete Registration](#)

6. Once you click the link, InvoiceCloud will display a confirmation that says “Paperless Registration Completed”.

Paperless Registration Completed







You have successfully completed the Paperless Registration Confirmation process. Please Note: it may take more than one billing cycle for the paperless process to take effect.

You may close this window at any time and return to what you were doing.

[Sign In >](#)

- The last step is to login to your account and confirm that Paperless Billing has been completed. You can see this on the home page by looking under the services menu and verify that a green check mark appears next to "paperless".



Services

	AutoPay	 EDIT
	Paperless	
	Pay By Text	 EDIT

- You can also click on "paperless" and check that the green box shows "yes" and the status shows "paperless".

Paperless

Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments. [Need help with this feature?](#)

Account #	Type			Status
113630-31250	Water & Sanitation	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Paperless