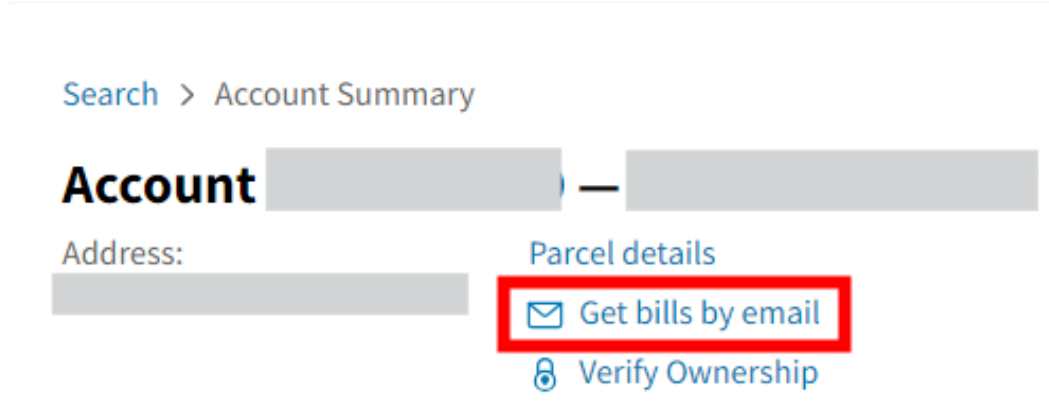


Managing E-Billing Preferences

You now have multiple options when registering for E-Billing. You can either register to receive both mailed and emailed bills, either with or without creating an account, or you can register for Paperless Billing, which requires PIN verification (described above)

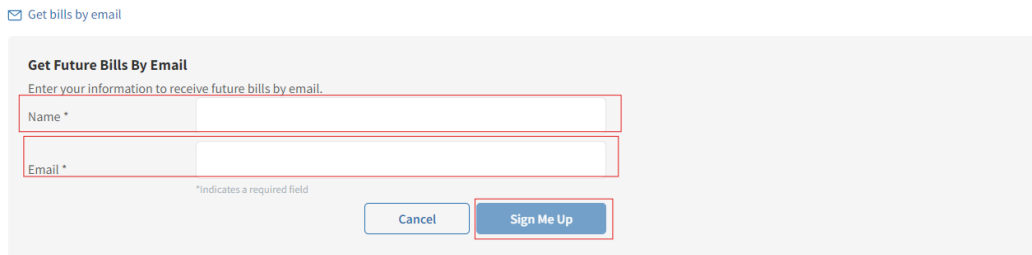
Signing Up for E-Billing without an Online Account

- 1) From the **Account Summary** page, click the '**Get bills by email**' link.



The screenshot shows the 'Account Summary' page. At the top, there is a breadcrumb trail: 'Search > Account Summary'. Below this, the word 'Account' is followed by a greyed-out account number and a minus sign. Underneath, there are two sections: 'Address:' with a greyed-out address field, and 'Parcel details' with two links: 'Get bills by email' (which is highlighted with a red rectangular box) and 'Verify Ownership'.

- 2) Enter your name and email in the page that appears and click '**Sign Me Up**'.



The screenshot shows a registration form titled 'Get Future Bills By Email'. Below the title is the instruction 'Enter your information to receive future bills by email.' There are two input fields: 'Name *' and 'Email *', both of which are empty. Below the 'Email *' field is a small note: '*Indicates a required field'. At the bottom of the form are two buttons: 'Cancel' and 'Sign Me Up'.

- 3) You will receive a confirmation email. Click '**Confirm Email**' to finish your registration process.



County of San Mateo

555 County Center, Floor 1, Redwood City, CA 94063

866-220-0308 | [Website](#)

You have signed up to receive your County of San Mateo Property Tax bill by email.

Item Account -

You must click the button below to complete the process of receiving bills by email.

Confirm Email

- 4) You will be redirected to a page that confirms your registration. No actions are required on this page.

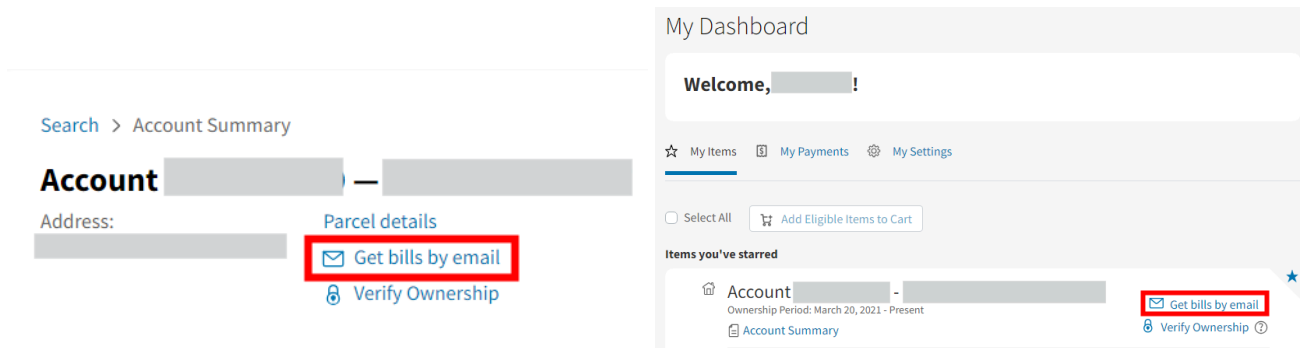


You're now signed up to receive bills by email.

Back to Website

Signing Up for E-Billing while Logged In

- 1) From the **Account Summary** page or the **My Items Dashboard**, click the '**Get bills by email**' link.



- 2) Select whether to '**Receive future bills by mail and email**' or '**Only receive future bills by email (Requires ownership verification)**'

Note: 'Only receive future bills by email' stops paper bills for new bills on the current ownership period on the account. This option is only available to logged-in users who have PIN-verified property ownership of the account.

The screenshot shows a modal titled 'Get future bills by email'. It has two radio button options: 'Receive future bills by mail and email' (which is selected) and 'Only receive future bills by email (Requires ownership verification)'. At the bottom are 'Cancel' and 'Save' buttons.

Unsubscribing from E-Billing

If you wish to stop receiving e-bills for an account, you can click the **Unsubscribe** link from your emailed bill or **Manage e-billing** in your **My Items Dashboard**.

☆ My Items

\$ My Payments

⚙ My Settings

☐ Select All

Add Eligible Items to Cart

Items you've starred

Account [REDACTED] - [REDACTED]

Ownership Period: December 1, 2022 - Present

Account Summary

Manage e-billing

Verified: 8/3/2024

There is nothing due at this time.

Manage e-billing

☐ Receive future bills by mail and email

☒ Only receive future bills by email

☐ Only receive future bills by mail

Cancel

Save