How to manage your bill reminders

1. Log in to My Account with your username and password at <u>https://www.spintel.net.au/my-account/login</u>

My Account Login	
Username	
Password	0
Forgot username or password?	Login

2.. Once logged in, go to Billing and select Billing Notifications

DASHBOARD	SERVICES	BILLING	> MY ACCOUNT

BILLING

Account Balance	Delivery Method	
\$0.00	Emails	
Payment Method		
Direct Debit		
Account Name: 1		
Account Number:		
Update payment method		
Billing notifications		
Request a payment extension		

3. Select the preferred billing notification and click **Update Bill Delivery Method**.

Billing Notifications	×
 Recieve your bill by email Email payment reminder a few days before your bill is due SMS payment reminder a few days before your bill is due (20c per section) 	SMS)
Cancel Update Bill Delive	ry Method

Note: Invoice and payment reminders sent via email are free of charge. However, SMS payment reminders cost \$0.20 per message added to your monthly bill.

Online URL: <u>https://articles.spintel.net.au/article/how-to-manage-your-bill-reminders.html</u>