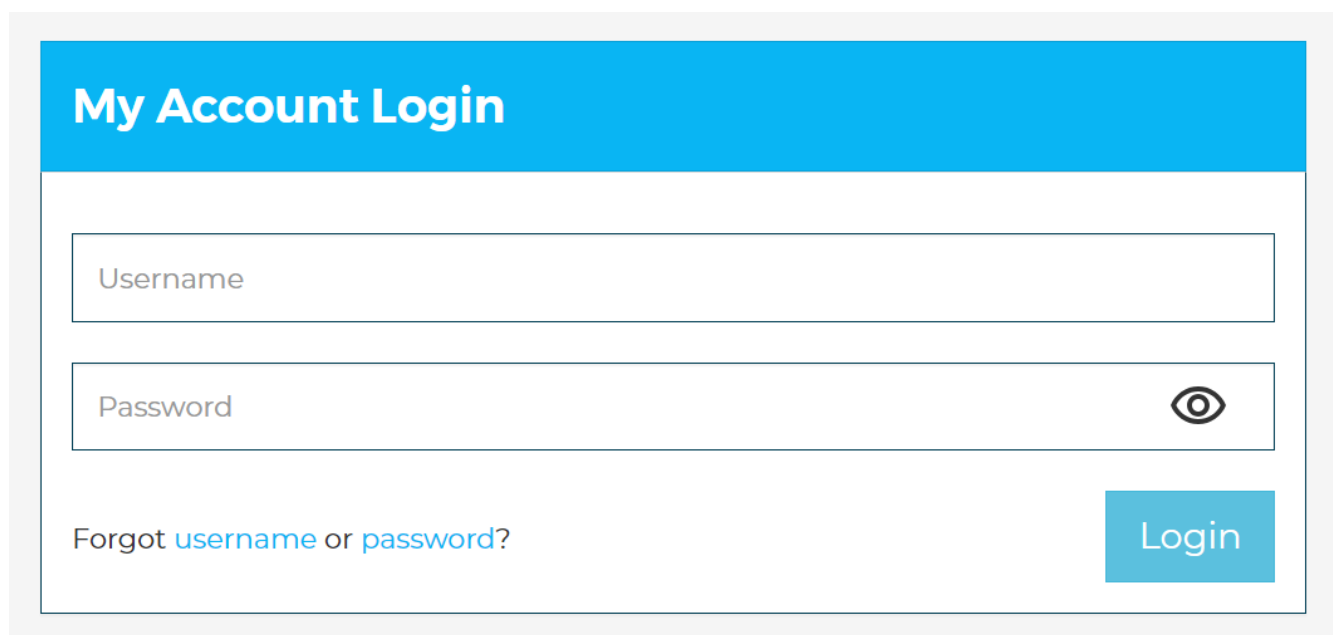


# How to manage your bill reminders

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



The screenshot shows the 'My Account Login' page. It features a blue header with the text 'My Account Login'. Below the header are two input fields: 'Username' and 'Password'. The 'Password' field includes a toggle icon (an eye) to switch between visible and hidden text. At the bottom left, there is a link that says 'Forgot username or password?'. At the bottom right, there is a blue 'Login' button.

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



# BILLING

## Account Details

### Account Balance

\$0.00

### Delivery Method

Emails

### Payment Method

Direct Debit

Account Name: [REDACTED]

Bank: A [REDACTED]

BSB: [REDACTED]

Account Number: [REDACTED]

Update payment method

Billing notifications

Request a payment extension

Submit a billing enquiry

Pay a Bill

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 SMS)

Cancel Update Bill Delivery 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:

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