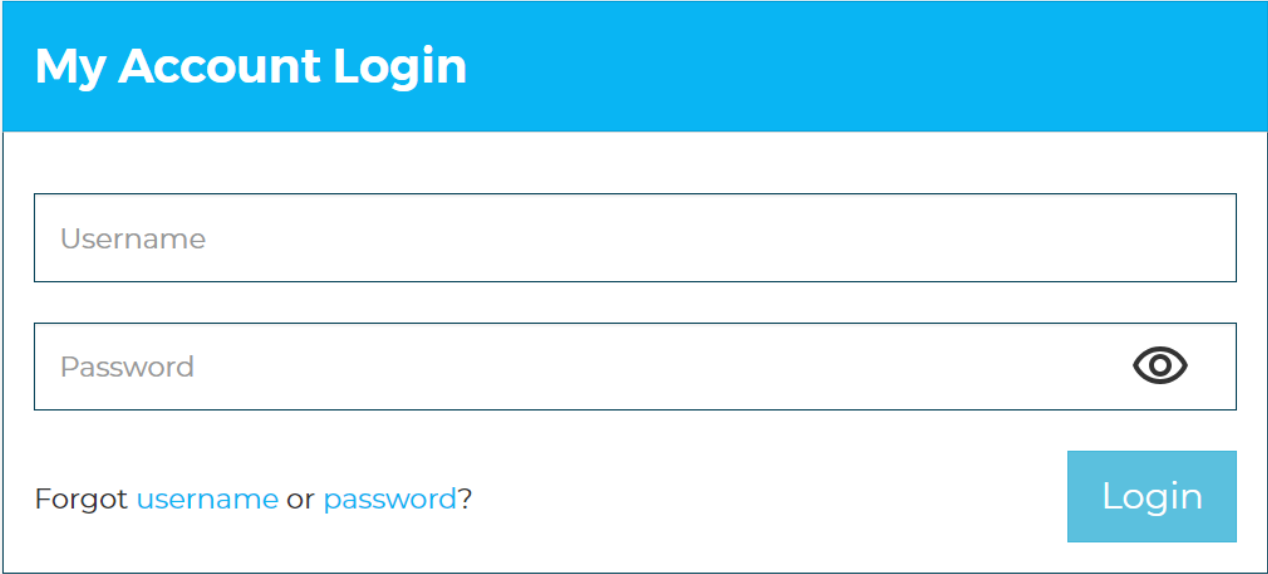


How to manage your bill reminders

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



The image shows a login form titled "My Account Login" with a blue header. Below the header, there are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the "Password" field, there is a link that says "Forgot username or password?". To the right of this link 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>