

# GO PAPERLESS! IT'S FREE!

**If you haven't already done so, sign up today !!!**

Online access to view and download spreadsheets or PDF files and receive email notifications of:

- Invoices
  - Parts & Service
  - Rentals & Sales
- CSA (Customer Service Agreements)
- Statements
- Parts packing lists

Online payment option through ACH.

Available on the internet from anywhere you are – home, office, or while traveling.

Reduce paper waste and inbound mail handling for your company and help protect the environment.

View these documents online quicker than waiting for the mail delivery.

Download invoices, parts packing lists and statements easily to your PC:

- As a PDF file
- As an Excel spreadsheet
- Import a list of invoice numbers, dates and amounts into your own accounting package (if compatible with your software)

How to sign up:

- Visit the website: [www.riggscat.com/financing/go-paperless/](http://www.riggscat.com/financing/go-paperless/)
- Find the link that says: "To Register, Click Here"
- Fill out the required information
- SUBMIT the request

Or send an e-mail directly to: [gopaperless@jariggs.com](mailto:gopaperless@jariggs.com) with:

- Your name
- E-mail address
- Company name
- Phone number
- Customer number(s)



We will set up a User ID and send you a Welcome e-mail with a direct link to the web site, user id, temporary password, and associated customer numbers.

If you would like to get e-mail notifications of your invoices instead of printed copies in the mail, you decide . . . and change your own notification preferences on the website to select either "Send PDF Attachment" or "Send E-mail Notification".

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