

Water / Sewer Payments – Unsubscribe From Email Notifications

When you make a payment online, you are required to provide an email address so you can receive a receipt. After providing your email address, you will also receive email notifications of new invoices and past due amounts. If you decide that you do not want to receive these email notifications, you can unsubscribe by following the instructions below.

1. Login to your account -
[https://www3.invoicecloud.com/portal/\(S\(wfnfn3scer3jwad3vwmmjdj\)\)/2/Site2.aspx?G=a888feb-166d-45bd-8b84-cc5980e506dd](https://www3.invoicecloud.com/portal/(S(wfnfn3scer3jwad3vwmmjdj))/2/Site2.aspx?G=a888feb-166d-45bd-8b84-cc5980e506dd)
2. Once logged in, click on My Profile then Update My User Info.

The screenshot shows the 'Update My User Information' page for a user of the Town of Manchester. The page includes a header with the town logo and navigation links for 'My Account', 'My Profile', and 'Support'. The main content area has the title 'Update My User Information' and a prompt to 'Please review your user information. Click **Save my changes** to save a'. Below this, there are two email address fields: 'Email Address' (containing 'jfreund5@cox.net') and 'Courtesy Email Address' (containing 'Courtesy Email Address'). There is also a section for 'Unsubscribe from Invoice Notifications' with a checkbox that is currently unchecked. At the bottom of the form is a green 'Save my changes' button. A dropdown menu is open under the 'My Profile' link, listing several options: 'AutoPay', 'Manage Accounts', 'Payment Methods', 'Pay by Text', 'Recurring Scheduled Payments', 'Update Account Info', and 'Update My User Info'. The 'Update Account Info' and 'Update My User Info' options are highlighted with red boxes.

3. Click the Unsubscribe from Invoice Notifications.

The screenshot shows the 'Update My User Information' page for the Town of Manchester. The page header includes the town logo and navigation links for 'My Account', 'My Profile', and 'Support'. A dropdown menu is open under 'My Profile', listing options like 'AutoPay', 'Manage Accounts', and 'Update My User Info'. The main content area contains fields for 'Email Address' (jfreund6@cox.net) and 'Courtesy Email Address'. A section titled 'Unsubscribe from Invoice Notifications' is highlighted with a red box. It contains a checkbox and a 'Save my changes' button. The footer includes logos for InvoiceCloud, Trustwave, and a 'Secure Site' indicator.

Unsubscribe from Invoice Notifications.
By checking this box and hitting the update button you will no longer receive emailed Invoice Notifications from Invoice Cloud. However, we are still required to send you Payment Receipts and other payment related notifications.

[Save my changes](#)

4. Click Save my changes