



Dear Shawnee Subscriber,

We are writing to inform you about an upcoming change to our billing options. Effective January 1, 2026, a \$3 monthly fee will be applied to accounts that continue to receive a paper bill. This change reflects the rising costs of printing and mailing paper bills.

To help you avoid this monthly fee, we encourage you to sign up for web statements.

**To change your billing statement method to web statements:**

1. Once you are in your online account, go to "Settings."
2. Change the Settings tab from "Account" to "General" at the top.
3. Select the bubble to "Web bill only."
4. Click "Change Preferences."

We appreciate your understanding as we make this change. By choosing web statements, you'll save money and help us reduce our expenses and paper waste. If you have questions or concerns, don't hesitate to contact us.

Sincerely,  
*Shawnee Communications*