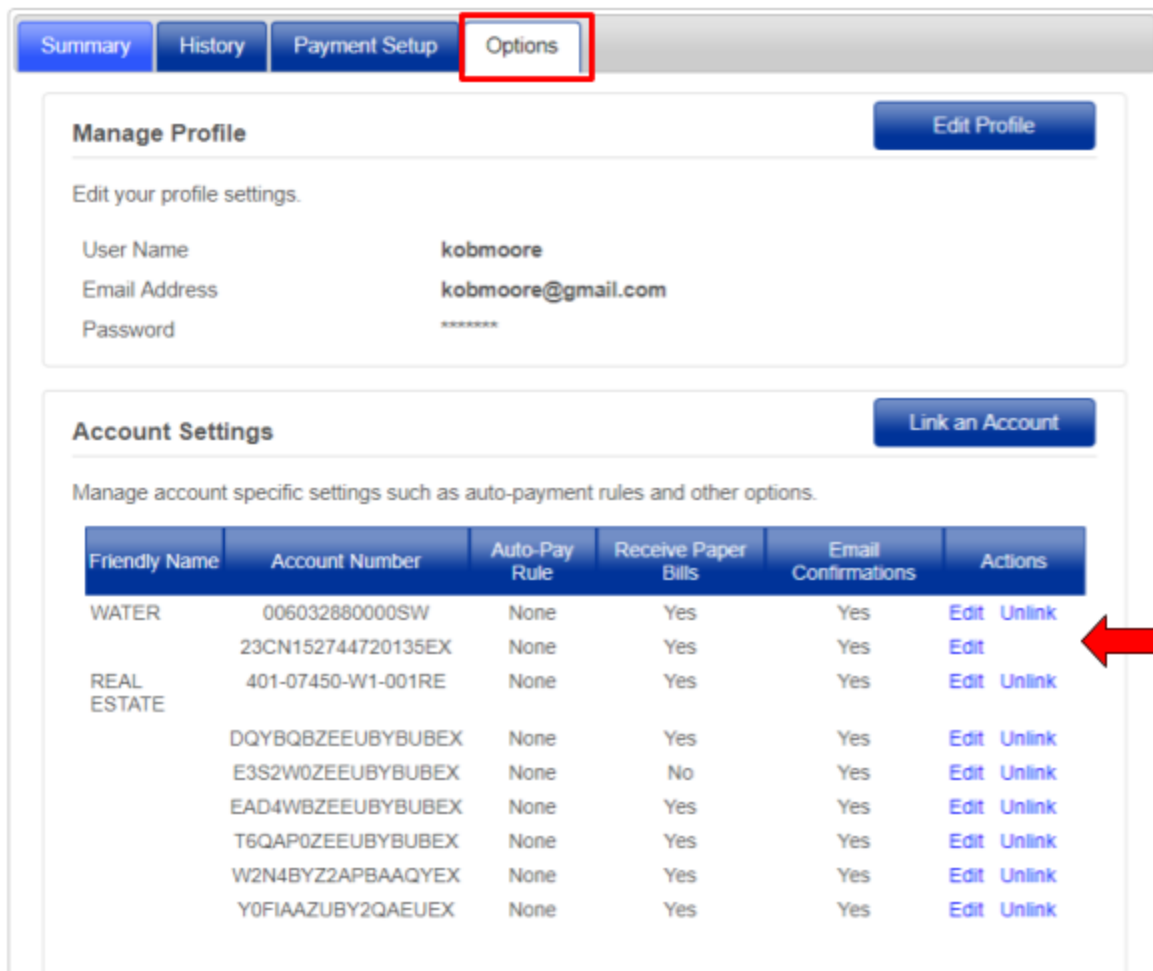


How to remove bills if you have moved

If you have moved and were setup to receive e-bills, you have to unlink the bills and/or cancel your account. Otherwise, you will continue to receive the e-bills and the new owner will not receive paper or email bills.

1. If you have moved out of town and no longer need any of the bills, please email collectors@townofwestspringfield.org to cancel your online billing account.
2. If you have moved within West Springfield and need to remove some bills from your account:
 - a. Go to <http://wspringfieldma.billtrust.com> and login to your account
 - b. Go to the Options Tab and unlink any bills you no longer need. You can also link any new bills here as well.



The screenshot shows the 'Options' tab selected in a billing system. The 'Account Settings' section contains a table of bills with columns for Friendly Name, Account Number, Auto-Pay Rule, Receive Paper Bills, Email Confirmations, and Actions. A red arrow points to the 'Unlink' button for the second row of the table.

Friendly Name	Account Number	Auto-Pay Rule	Receive Paper Bills	Email Confirmations	Actions
WATER	006032880000SW	None	Yes	Yes	Edit Unlink
	23CN152744720135EX	None	Yes	Yes	Edit
REAL ESTATE	401-07450-W1-001RE	None	Yes	Yes	Edit Unlink
	DQYBQBZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	E3S2W0ZEEUBYBUBEX	None	No	Yes	Edit Unlink
	EAD4WBZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	T6QAP0ZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	W2N4BYZ2APBAAQYEX	None	Yes	Yes	Edit Unlink
	Y0FIAAZUBY2QAEUEX	None	Yes	Yes	Edit Unlink