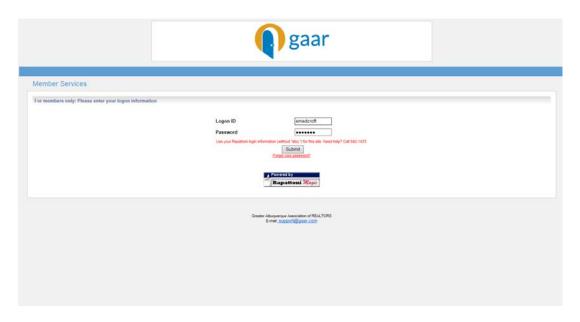


## How to make the switch to e-Billing.

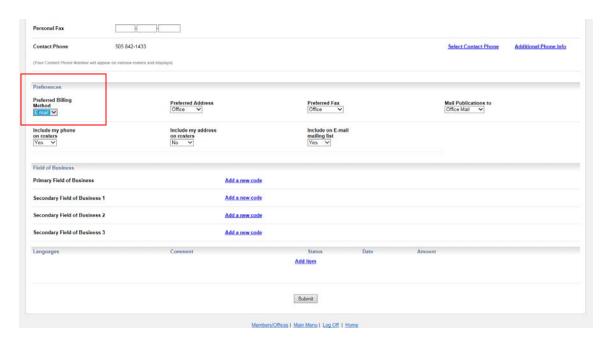
1. Go to <a href="https://ims.gaar.com">https://ims.gaar.com</a> and login with your Rapattoni credentials. (You can also click on "Manage Account" on the top bar of gaar.com).



2. Click on "View/Update Personal Information"



505-842-1433 PHONE 505-842-0448 FAX gaar.com WEB 3. Scroll down to the "Preferences" section.



4. Under "Preferred Billing Method" make sure "Email" is selected in the drop down.



5. Click "Submit" at the bottom of the page to save your changes.



If you need any assistance, please contact <a href="mailto:support@gaar.com">support@gaar.com</a>