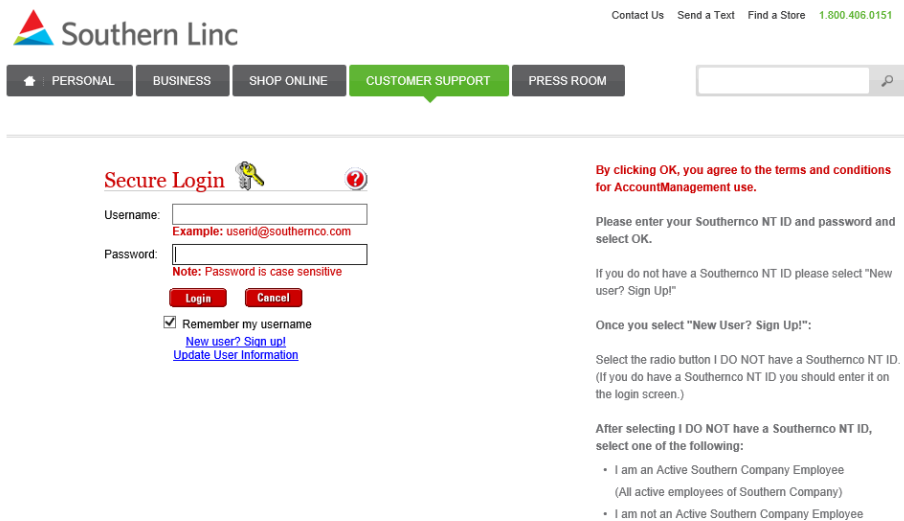


Payment account setup instructions for new Online Bill View and Payment service

1. Go to billerdirect.southernlinc.com.
2. Use your existing Username and Password to login.



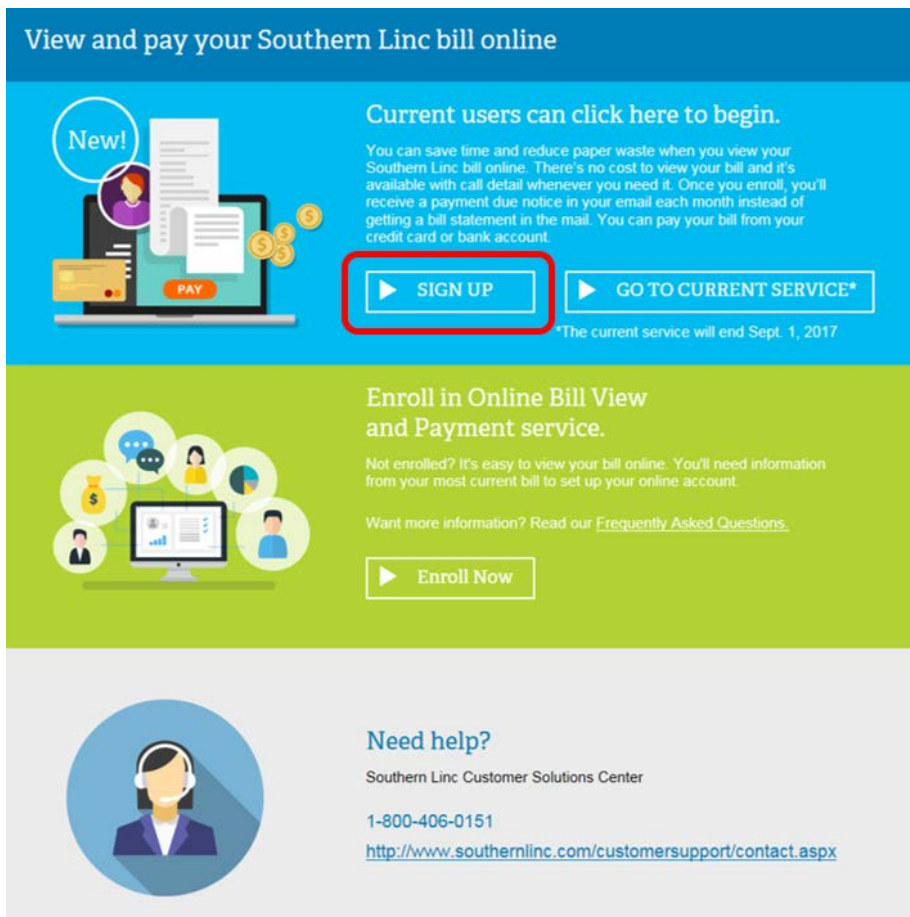
The screenshot shows the Southern Linc website's login page. At the top, there is a navigation bar with links for 'PERSONAL', 'BUSINESS', 'SHOP ONLINE', 'CUSTOMER SUPPORT', and 'PRESS ROOM'. Below this is a search bar. The main content area is titled 'Secure Login' and contains a form with the following elements:

- Username:** A text input field with an example: `userid@southernco.com`.
- Password:** A text input field with a note: "Note: Password is case sensitive".
- Buttons:** 'Login' and 'Cancel' buttons.
- Remember my username:** A checked checkbox with links for 'New user? Sign up!' and 'Update User Information'.

On the right side of the login form, there is a disclaimer: "By clicking OK, you agree to the terms and conditions for AccountManagement use." Below this, there are instructions for users who do not have a Southernco NT ID, including a "New User? Sign Up!" link and a note about selecting "New User? Sign Up!". Further down, there are instructions for users who do not have a Southernco NT ID, including a note about selecting one of the following options:

- I am an Active Southern Company Employee (All active employees of Southern Company)
- I am not an Active Southern Company Employee

3. Click the blue **SIGN UP** button.

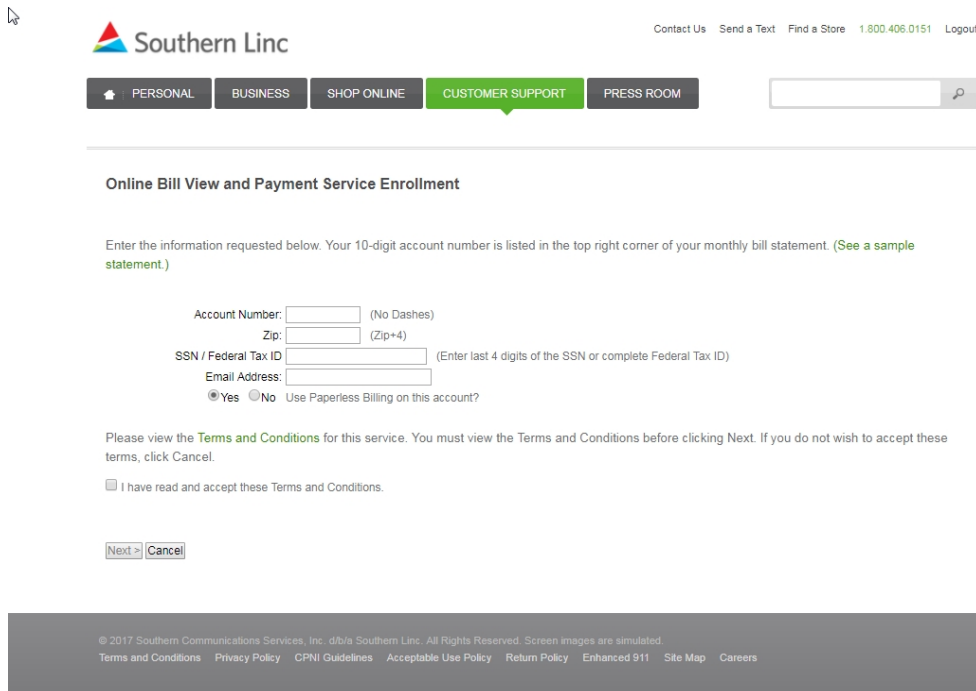


The screenshot shows the Southern Linc website's enrollment page for online bill view and payment services. The page is divided into three main sections:

- Top Section (Blue background):** Titled "View and pay your Southern Linc bill online". It features an illustration of a laptop with a bill and a "PAY" button. Text reads: "Current users can click here to begin." Below this is a paragraph explaining the benefits of online bill viewing and payment. Two buttons are present: "SIGN UP" (highlighted with a red box) and "GO TO CURRENT SERVICE*". A note below the buttons states: "*The current service will end Sept. 1, 2017".
- Middle Section (Green background):** Titled "Enroll in Online Bill View and Payment service." It features an illustration of a person at a computer with various icons representing services. Text reads: "Not enrolled? It's easy to view your bill online. You'll need information from your most current bill to set up your online account." Below this is a link to "Frequently Asked Questions" and an "Enroll Now" button.
- Bottom Section (Grey background):** Titled "Need help?". It features an illustration of a customer service representative. Text reads: "Southern Linc Customer Solutions Center", "1-800-406-0151", and a link to <http://www.southernlinc.com/customersupport/contact.aspx>.

(continued)

4. Enter your account information, email address and read the terms and conditions of the service. Then click **Next>**.



Southern Linc Contact Us Send a Text Find a Store 1.800.406.0151 Logout

PERSONAL BUSINESS SHOP ONLINE **CUSTOMER SUPPORT** PRESS ROOM

Online Bill View and Payment Service Enrollment

Enter the information requested below. Your 10-digit account number is listed in the top right corner of your monthly bill statement. (See a sample statement.)

Account Number: (No Dashes)
 Zip: (Zip+4)
 SSN / Federal Tax ID (Enter last 4 digits of the SSN or complete Federal Tax ID)
 Email Address:
 Yes No Use Paperless Billing on this account?

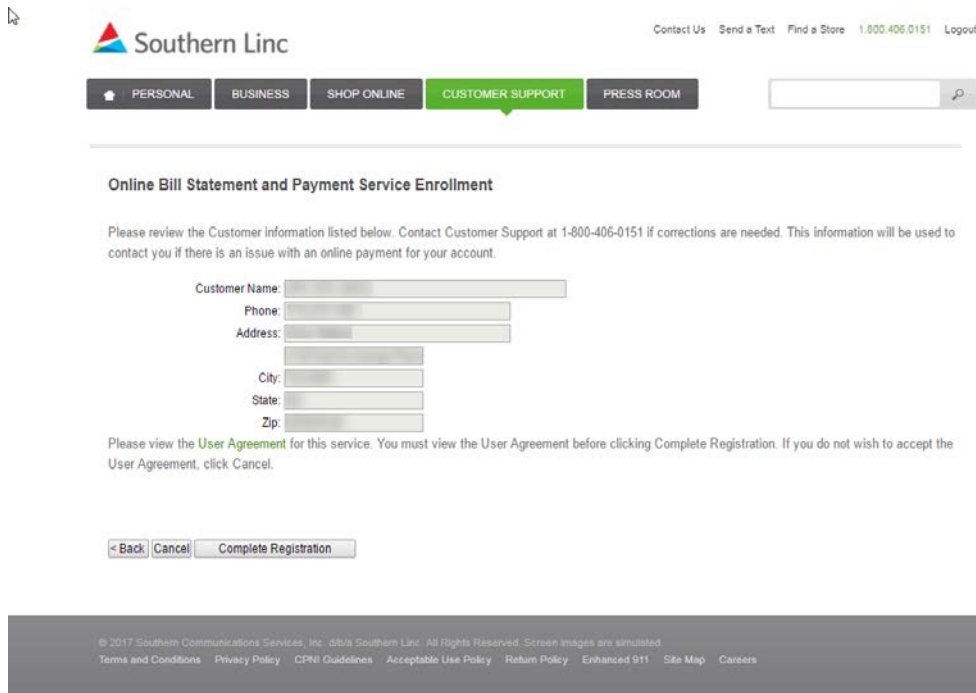
Please view the [Terms and Conditions](#) for this service. You must view the Terms and Conditions before clicking Next. If you do not wish to accept these terms, click Cancel.

I have read and accept these Terms and Conditions.

[Next >](#) [Cancel](#)

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- Confirm your address information and click **Complete Registration**.



Southern Linc Contact Us Send a Text Find a Store 1.800.406.0151 Logout

PERSONAL BUSINESS SHOP ONLINE **CUSTOMER SUPPORT** PRESS ROOM

Online Bill Statement and Payment Service Enrollment

Please review the Customer information listed below. Contact Customer Support at 1-800-406-0151 if corrections are needed. This information will be used to contact you if there is an issue with an online payment for your account.

Customer Name:
 Phone:
 Address:

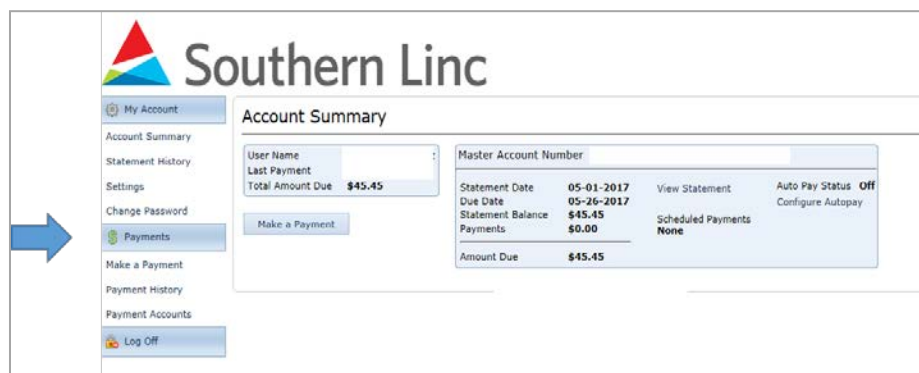
 City:
 State:
 Zip:

Please view the [User Agreement](#) for this service. You must view the User Agreement before clicking Complete Registration. If you do not wish to accept the User Agreement, click Cancel.

[< Back](#) [Cancel](#) [Complete Registration](#)

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5. On the Account Summary Screen, click **Payments** in the left column.



Southern Linc

My Account

Account Summary **Account Summary**
 Statement History
 Settings
 Change Password
Payments
 Make a Payment
 Payment History
 Payment Accounts
 Log Off

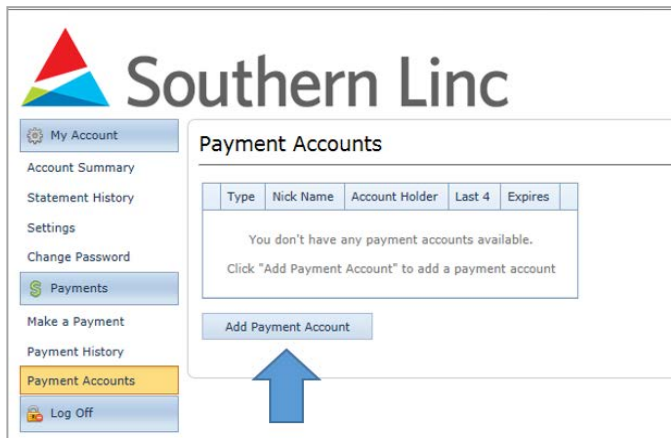
User Name:
 Last Payment:
 Total Amount Due: **\$45.45**
[Make a Payment](#)

Master Account Number:

Statement Date	05-01-2017	View Statement	Auto Pay Status	OFF
Due Date	05-26-2017		Configure Autopay	
Statement Balance	\$45.45	Scheduled Payments	None	
Payments	\$0.00			
Amount Due	\$45.45			

(continued)

6. Click **Add Payment** and enter your checking or credit card information.



Close the window after adding your payment information. Your payment method should be listed on the **Payment Accounts** page. Log off to end your session.

7. **Call Customer Support at 1-800-818-5462** no later than [September 30, 2017](#) and let us know that your new payment information was established. When you confirm your enrollment, we'll add a \$10 courtesy credit to your account.

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