

Why Should I Go Paperless?

According to the EPA's analysis, 28 percent of waste being landfilled is either paper or paperboard products. There are two ways that this number can be reduced. Recycling is a great way to reduce the amount of waste being landfilled; however, the preferred method is source reduction.

I know what you are thinking—I'd love to sign up and go paperless, but it is too complicated and a lot of work. That is why we are here to help you in getting the process started. This document lists all sorts of paperless companies commonly used in a residential setting. It also has a contact number to help get you started down your path to going paperless.

Whether it's your intention to save the planet one bill at a time, reduce your worries about personal information being taken, or you're just tired of taking ten minutes to get through your mail, we want to help. Feel free to take a look and see what options are available to your specific living situation.



Step 1

Paperless Billing

Unfortunately we can't stop the bills from coming, but we can at least stop the number of bills we have to shred or take out to the recycling bin. Here is a list of the local companies that offer paperless billing!

Utility Bills

City of Sioux Falls Utility Bills

1. Go to <https://utilities.sioxfalls.org>.
2. Click "Create a new account here."
3. You will need:
 - a. An established Sioux Falls utilities account.
 - b. You must have your most recent account statement/invoice in order to sign up.
4. If you get stuck, go to this link: <https://utilities.sioxfalls.org/Help.aspx>.

Fast Fact: Since the City has begun to offer paperless billing, about 6 percent of the residents have registered for this service. This equates to 72 reams of paper, 36,000 envelopes, and saved the city roughly \$15,000 annually! Imagine what 50 percent participation would save!

Other local utility companies that offer e-billing:

1. Excel Energy 800-895-4999
2. MidAmerican Energy 888-427-5632
3. Northwestern Energy 800-245-6977



Stopping Advertisement Mail

The Direct Marketing Association (DMA) has a Mail Preference Service (MPS) which lets residents opt out of receiving unsolicited commercial mail from a significant portion of national companies for five years. When you register with this service your name will be put on a "delete" file and made available to direct mail marketers and organizations. This will reduce most of your unsolicited mail. Your registration will not stop mailings from organizations that do not use the DMA's mail preference service. To register with DMA's Mail Preference Service, go to www.dmachoice.org or mail your request with a \$1 processing fee to:

DMAchoice
Direct Marketing Association
P.O. Box 643
Carmel, NY 10512



Step 2

Preventing Unsolicited Mail

You have options to prevent prescreened offers of credit or insurance offers. You can choose either a five-year opt-out plan or a permanent opt-out plan. Below are the directions for either route.

Five-Year Opt-Out Plan

To opt-out for five years, you can either go to www.optoutprescreen.com OR you can call toll-free at 1-888-567-8688 or 1-888-5-OPT-OUT. The phone number and website are both operated by the major consumer reporting companies. You will have to provide some personal information to complete this process. You will be asked your home telephone number, name, Social Security number, and date of birth. The information you provide is confidential and only used to process your request to opt out.

Permanent Opt-Out Plan

To permanently opt-out, you will need to go online to optoutprescreen.com. To complete this request you will need to return the signed Permanent Opt-Out Election form which is provided after you initiate this request to permanently opt-out. If you do not have internet access, you can send a written request to permanently opt-out to each of the major consumer reporting companies. This request will need to include your home telephone number, name, Social Security number, and date of birth.

Experian
OptOut
P.O. Box 919
Allen, TX 75013

Equifax, Inc.
Options
P.O. Box 740123
ATLANTA, GA 30374

Innovis Consumer
Assistance
P.O. Box 495
Pittsburgh, PA 15230

TransUnion
Name Removal Options
P.O. Box 505
Woodlyn, PA 19094

Step 3

Reducing Your Own Paper Usage

1. Set your home office printer default to double-sided.
2. Use reusable products such as rags or napkins compared to their single use counterparts.
3. Subscribe to online newspapers, magazines, or book clubs, rather than receiving them via a hard copy.
4. Utilize a reusable calendar as opposed to a paper calendar.
5. Purchase post-consumer recycled paper of 30 percent or greater recycled content.
6. Proofread documents on your computer screen prior to printing.
7. Send Ecards. It may not be as traditional, but the holiday cards can add up quickly.
8. Take notes using a laptop in your classes if acceptable.
9. Take the City of Sioux Falls Green Pledge Challenge.



About Our Sources

The sources and information provided in this document have come from a trusted source: the Federal Trade Commission. For more details on the FTC, go to consumer.ftc.gov. They have more tips on how to protect your identity, avoid telemarketing, and warnings about recent internet scams that could be a threat to your finances.

Note: Service providers listed on this document may not include all of the paperless billing options that are available. Check your local service providers and see if online billing or paperless billing are an option.



City of Sioux Falls
SOUTH DAKOTA