## How to get a copy of your AES utility bill:

- Go to website: <u>https://www.aes.com/</u>
- Click "My AES" in the upper right corner
- Click AES Ohio
- Sign into your Account
- Click "View Current Bill"
- A Window pops up...
  - Look at upper right corner of window and you will see this:



- Click the first icon (arrow pointing down) to download the file
- Save As window pops up
- Change the file name to LastName\_AESbill
- o Click Save
- At this point you can either print the bill and bring into the office or
  - Open your email program
  - o Send email to: <u>kmoorman@sp.sgfp.org</u>
  - o Attach the file
    - You will likely find it under "downloads"