By registering for e-billing or paperless billing, you agree to accept and be bound by the terms and conditions below (the “Electronic Billing Terms”). THESE ELECTRONIC BILLING TERMS APPLY IN FULL, AND IF YOU DO NOT WISH TO BE BOUND BY THEM YOU SHOULD NOT REGISTER FOR E-BILLING. PLEASE READ THEM CAREFULLY AND COMPLETELY BEFORE AGREEING TO E-BILLING.

1. These Electronic Billing Terms may be in addition to any applicable terms and conditions for the subscription services that you receive (“Subscriber Terms”). To the extent there is a conflict between these Electronic Billing Terms and your Subscriber Terms these Electronic Billing Terms will govern. The e-billing service is intended for use by subscribers of select GateHouse Media properties only. You are not required to register for e-billing as a condition of subscribing to any non-digital GateHouse Media product.

2. By registering for e-billing or “paperless” billing, you acknowledge and agree that you will no longer receive paper billing statements in the mail and you will instead receive your paperless billing statements via e-mail as attachments. In addition, you agree to accept legal and other notices (such as notices about changes to your Electronic Billing Terms, subscription rates and plans) electronically.

3. YOU MAY CANCEL YOUR REGISTRATION FOR E-BILLING AT ANY TIME AND SWITCH BACK TO RECEIVING PAPER BILLS BY USING THE ONLINE OR “SELF-SERVICE” OPTION (THE “CUSTOMER SERVICE PORTAL”) OR BY CONTACTING SUBSCRIBER SERVICES. THE URL FOR THE CUSTOMER SERVICE PORTAL CAN BE FOUND IN EACH BILLING STATEMENT, ALONG WITH THE CONTACT INFORMATION FOR SUBSCRIBER OR ACCOUNT-RELATED SERVICES (“SUBSCRIBER SERVICES”).

4. The ability to receive paperless bills via e-mail requires a valid and active e-mail address, internet connection, and compatible computing systems. To register for the e-billing feature, you must provide us with the correct and working e-mail address at which you wish to receive your paperless bills. It is your responsibility to update any changes to your e-mail address with GateHouse Media. GateHouse Media does not automatically update or change your personal information and you must update or confirm any changes to your personal information, including any changes to your e-mail address for e-billing by using the Customer Service Portal or contacting Subscriber Services. (Please refer to your billing statement for URL for the Customer Service Portal and contact information for Subscriber Services). GateHouse Media is not responsible for an inactive or out-of-date e-mail address you provide to us.

5. You acknowledge and agree that you remain fully liable for any paperless bills sent to the e-mail address associated with your e-billing service, regardless of whether you access that e-mail account and open the relevant e-mail or attached paperless bill, are disconnected (temporarily or otherwise) from your e-mail account or fail to open or read the e-mail or attached paperless bill for any other reason (other than GateHouse Media’s negligence).
6. Please note that some service providers block e-mail from senders who are not listed in contacts or on safe lists, so you may not receive your paperless billing statement unless you specifically add GateHouse Media to your contacts or “safe senders” list. You must notify GateHouse Media directly if you do not receive your paperless bill for any billing cycle. You agree to hold GateHouse Media harmless for any delay or failure to deliver or receive the paperless bill.

7. To open a paperless billing statement, you will need the subscriber’s primary phone number and zip code. You will also be able to print and save your paperless bill. You are responsible for promptly opening and reading the paperless bills. Electronic documents have the same legal effect as printed ones. If you are having trouble opening or viewing your paperless bill, it is your responsibility to notify Subscriber Services of the problem.

8. All paperless bills shall be due and payable on the "date due" of each bill. Information regarding previous bills (if any) is shown at the date the current bill was produced and is subject to change. To request a copy of a previous bill, contact Subscriber Services. Please note that previous bills are archived for a limited period.

9. You understand and acknowledge that you are solely responsible for the security of the e-mail account to which your e-bills will be sent. You should not allow other persons to access your e-mail account. You acknowledge and agree that GateHouse Media shall not be responsible or liable if any unauthorized user accesses your e-mail account, intercepts, opens and/or reads any e-billing or account-related e-mails to you, including e-billing statements or other account-related correspondence, or if you suspect that the security of your e-mail account has been compromised.

10. GateHouse Media reserves the right in its absolute discretion to refuse to approve the use of the e-billing service to anyone for any reason whatsoever. GateHouse Media reserves the right to modify, alter, suspend or discontinue (permanently or temporarily) the e-billing service to any or all users in its absolute discretion. GateHouse Media cannot guarantee uninterrupted access to the e-billing service and makes no guarantees whatsoever as to its operation, availability, functionality, that it will be free of error or disruption or outage (planned or unplanned) or otherwise.

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12. GateHouse Media reserves the right to alter these terms and conditions by posting new terms and conditions, communicating them via e-mail or through the Customer Service Portal, or by otherwise communicating them. We will make the latest version of our terms available for you to read at all times.

13. By accepting these Electronic Billing Terms, you acknowledge that you: (a) can access and read these Electronic Billing Terms, (b) can receive, access and open your paperless bill via e-mail as described above; and (iii) consent to receiving your bill exclusively through electronic means. By accepting these Electronic Billing Terms, you further agree and represent that you have the authority to accept and receive paperless billing (and, if applicable, discontinue receiving a paper bill) for this GateHouse Media subscription or account, including the authority to agree to the Electronic Billing Terms and conditions herein.