Level 3 Quick Guide

for uploading historical invoices into BillCAPture starting with January 1, 2018

1

Only Upload

Municipal Electricity
Water, Sewer, Fire Protection
Fuel Deliveries - Gasoline, Diesel, Propane, Kerosene

2

Don't Upload

Eversource invoices
United Illuminating (UI), SCG , or CNG invoices
Telecom or Cable Bills
Delinquency Notices

3

Labeling Files

Prefix each historical zip file with HIST_

Example

HIST_DEEP_DIMEOIL_FEB2018

4

BillCAPture

Upload files in chronological order, starting with earliest month and year and remember to follow the [Scanning Guidelines](#)

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