

Level 3 Quick Guide

for uploading historical invoices to BillCAPture **starting with January 1, 2018**

1

Only Upload

Municipal Electricity
Water, Sewer, Fire Protection
Fuel Deliveries - Oil, 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 with HIST_
Example: HIST_DEEP_DIMEOIL_FEB2019

4

BillCAPture

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