



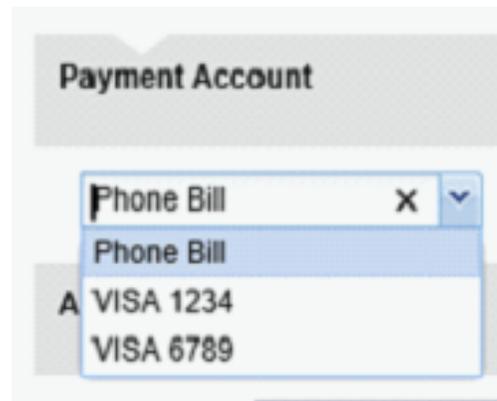
MTA eBill User Tips

1 Payment Methods:

You can store up to 4 saved payment methods, and can select one as your default payment method by checking the box under Account Nickname. Selecting the account as your default DOES NOT set it up for AutoPay automatically. That is a separate step (please refer to the AutoPay Enrollment handout).

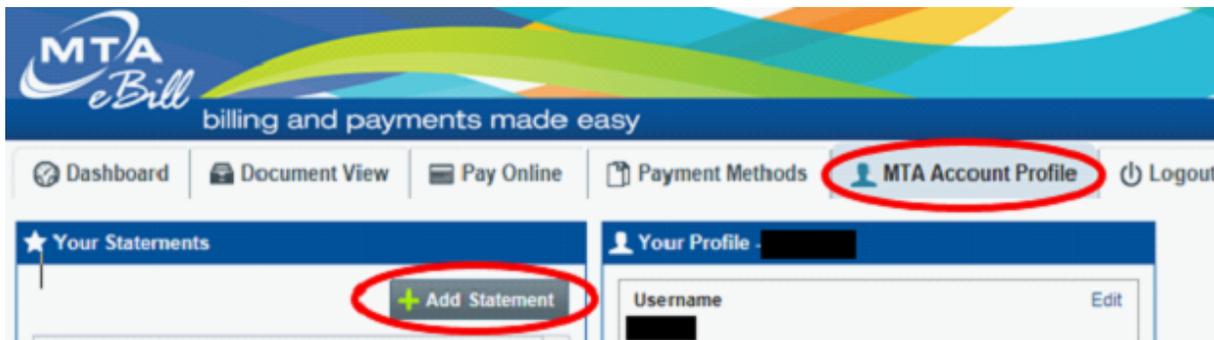
The Account Nickname field is helpful to distinguish which unique payment method is being referenced (i.e. Alaska Airlines card, MVFCU checking account, etc). For example, if you have two payment methods that are both named "VISA," you will not be able to distinguish between the two in certain dropdown menus throughout the website (such as when setting up autopay). The nicknames must be unique to tell the difference (VISA 1234 & VISA 6789 vs VISA & VISA):

*If your credit card is compromised or is expired, you can go to the Payment Methods tab, update the credit card information, and click Update Account.



2 Adding Statements:

To add a statement, click on the "+ Add Statement" button from the "MTA Account Profile" tab:



*In the "Add Statement" dialog box, enter the Statement Number, Account Number, and CVC for the statement that you wish to add. It is recommended that you add a Nickname for this Statement to help you differentiate among your multiple statements. Click Continue.

*This newly added statement will now appear in several different dropdowns so that you can now view documents, make payments, etc for each statement individually.

* On the "Dashboard" tab, you can see a summary of each statement. You can now Update Statement Distribution Options, Enroll in Autopay, edit existing Autopay, or Make a Payment for your statements on an individual basis.