



MTA eBill Manual

One-time & Scheduled Payments

Once you register with MTA eBill, you have the access to make a one-time payment at any time using your Bank Account or Credit Card. For additional convenience, you can store the payment information for later use or schedule a payment for a future date.

One-time Payment

- 1) From your Accounts homepage, click **Pay** on the account you want to post a payment to.

STATEMENT	NAME	DUE DATE	CURRENT BALANCE	
234567-001	JOHN SMITH	06/14/2023	\$915.01	Pay

- 2) Select how much you want to pay using the options: **Current Balance**, **Past Due Balance**, or by manually entering an amount.

Make a Payment

ACCOUNT INFORMATION
Review the account information

STATEMENT: 234567-001
BILL TO: JOHN SMITH
ADDRESS LINE 1: 123 Main St.
ADDRESS LINE 2:
CITY: PALMER
STATE: AK
ZIP: 99645
DUE DATE:

MAKE A PAYMENT
Set up your payment

How much would you like to pay?

\$315.01 Current Balance
\$161.74 Past Due Balance
Custom Amount \$ 0.00

When would you like to pay?

Now Schedule Payment Auto Draft

How would you like to pay?

☐ Bank Account (ACH)
☒ Card

Convenience Fee \$0.00
Total Amount \$315.01

Continue

- 3) To make a one-time payment, select **Now** as the when to pay option.

Make a Payment

ACCOUNT INFORMATION
Review the account information

STATEMENT: 234567-001
BILL TO: JOHN SMITH
ADDRESS LINE 1: 123 Main St.
ADDRESS LINE 2:
CITY: PALMER
STATE: AK
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DUE DATE:

MAKE A PAYMENT
Set up your payment

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\$315.01 Current Balance
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☐ Bank Account (ACH)
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Convenience Fee \$0.00
Total Amount \$315.01

Continue



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- 4) Select your method of payment, Bank Account or Card, and then click Continue.
- 5) Complete the required fields based on your payment selection.

Bank Account

The Bank Account payment form features the MTA logo at the top. On the left, there is a placeholder for a check image showing 'FIRST LAST', 'Bank Address', 'City, ST ZIP', and 'BANK NAME'. The main form area contains the following fields: Amount* (\$ 315.01), Account Number* (250297-001), Zip Code, Name On Check*, Bank Account Number*, Routing Number*, Email* (klaylor@mta-tetco.com), and a 'Save bank account for future use?' checkbox which is checked. At the bottom, there is a 'Receive your NACHA authorization via email?' checkbox which is unchecked.

Credit Card

The Credit Card payment form features the MTA logo at the top. On the left, there is a placeholder for a credit card image showing 'FULL NAME'. The main form area contains the following fields: Amount* (\$ 315.01), Statement* (250297-001), Zip Code, Cardholder Name*, Card Number*, Security Code*, and Expiration Date* (MM / YY). At the bottom, there is a 'Save card for future use?' checkbox which is checked. Logos for Visa, Mastercard, and American Express are visible in the top right corner.

- 6) Once all fields are complete, leave the save payment option checked if you want to save the information for future payments, or uncheck it if you want the information to be removed after the payment.
- 7) Click the **Pay** button with the amount you selected to pay.

The payment confirmation screen shows a 'Save card for future use?' checkbox which is checked. Below this, a message states 'This transaction is secured with TLS encryption'. At the bottom, there is a green 'Pay \$315.01' button.



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- 8) The Repay Terms & Conditions will appear. Once you have reviewed all of the information, and agree to the Terms & Conditions, you can select **Agree** at the bottom of the page.

Certain state laws do not allow limitations on implied warranties or the exclusion or limitation of certain damages. If these laws apply to you, some or all of the above disclaimers, exclusions or limitations may not apply to you, and you might have additional rights.

Changes in Terms and Conditions

REPAY reserves the right to make changes to the REPAY Solution (including, without limitation, discontinuing this site or the services offered on this site) and these Terms and Conditions at any time, with or without notice. If any of these terms and conditions shall be deemed invalid, void or for any reason unenforceable, that term or condition shall be deemed severable and shall not affect the validity and enforceability of any remaining term.

[Print Terms and Conditions](#)

- 9) Your payment will then submit for processing. If the payment is successful, you will receive the confirmation page.

Thank you for your payment!

Payment Details

Date	5/19/2023
Reference #	565561910
Name	John Smith
Last 4 of Card	1111
Auth Code	M6N3QA
Result	Approved
Total Amount	\$315.01

Send Payment Confirmation

Email

Mobile Phone Number

Standard text message rates apply when sending a confirmation via text

- You can opt to have the confirmation sent to you via; email, mobile phone number, or manually print it.
 - Once you are ready to close the page, select **Done**.
- 10) Your one-time payment is complete, and you will be redirected to your Account's homepage.



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Scheduled Payment

- 1) From your Account's homepage, click **Pay** on the account you want to post a payment to.

ACCOUNTS PAYMENT HISTORY SCHEDULED PAYMENTS				
Accounts				
STATEMENT	NAME	DUE DATE	CURRENT BALANCE	
234567-001	JOHN SMITH	06/14/2023	\$915.01	Pay

- 2) Select how much you want to pay using the options: **Current Balance**, **Past Due Balance**, or by manually entering an amount.

Account Lookup > Make a Payment

Make a Payment

ACCOUNT INFORMATION
Review the account information

STATEMENT	234567-001
BILL TO	JOHN SMITH
ADDRESS LINE 1	123 Main St.
ADDRESS LINE 2	
CITY	PALMER
STATE	AK
ZIP	99645
DUE DATE	

MAKE A PAYMENT
Set up your payment

How much would you like to pay?

\$315.01 Current Balance	\$161.74 Past Due Balance	Custom Amount \$ 0.00
------------------------------------	------------------------------	--------------------------

When would you like to pay?

Now Schedule Payment Auto Draft

How would you like to pay?

☐ Bank Account (ACH)
☒ Card

Convenience Fee \$0.00
Total Amount \$315.01

[Continue](#)

- 3) To schedule a payment, select **Schedule Payment** as the when to pay option.

Account Lookup > Make a Payment

Make a Payment

ACCOUNT INFORMATION
Review the account information

STATEMENT	234567-001
BILL TO	JOHN SMITH
ADDRESS LINE 1	123 Main St.
ADDRESS LINE 2	
CITY	PALMER
STATE	AK
ZIP	99645
DUE DATE	

MAKE A PAYMENT
Set up your payment

How much would you like to pay?

\$315.01 Current Balance	\$161.74 Past Due Balance	Custom Amount \$ 0.00
------------------------------------	------------------------------	--------------------------

When would you like to pay?

Now **Schedule Payment** Auto Draft

How would you like to pay?

☐ Bank Account (ACH)
☒ Card

Convenience Fee \$0.00
Total Amount \$315.01

[Continue](#)



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- 4) A pop-up will appear confirming the amount of the payment. Click the **Once** button under frequency.

The 'Create Schedule' window shows a 'Payment Amount' of \$50.00. Under the 'Frequency' section, the 'Once' option is selected and highlighted with a red rectangle. At the bottom right, there are 'Cancel' and 'Save' buttons.

- 5) This will bring up the scheduler. You can either type in the date or select the calendar icon in the Date field.

Note: the calendar on the main view is not interactive

The scheduler interface shows 'Frequency' set to 'Once' and 'Date' set to '04/20/2023'. Below is a 'Schedule Review' section with a calendar for May 2023. A large red 'X' is overlaid on the calendar, indicating it is not interactive. To the right, a table shows 'Showing 1 to 1 of 1.' with columns 'DATE' and 'AMOUNT', displaying '05/20/2023' and '\$50.00'.

- 6) If you select the calendar icon, an interactive calendar will pop up where you can select the date for your scheduled payment. Select your desired date, and then click **Save**.

The scheduler interface is similar to the previous one, but the calendar for May 2023 is now interactive. The date '05/30/2023' is selected and highlighted with a red rectangle. At the bottom right, the 'Save' button is also highlighted with a red rectangle. A note at the bottom states: 'Payments will post at 7:00 am in US/Pacific timezone, but are subject to change.'



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- 7) Select your method of payment, Bank Account, Credit Card, or previously saved payment type and then click **Continue**.
 - a. If you are adding a new payment method, see instructions in One-time payment section above.
- 8) A confirmation screen will appear for you to review the details. If everything is correct, click the **Schedule** button with the amount you selected.

- 9) You will then receive a schedule payment confirmation screen. You can opt to have the confirmation sent to you via: email, text message, or you can manually print it. Once you are ready to close the page, click **Done**.

- 10) Your payment is scheduled and will process on the selected date. You will receive an email confirmation that your payment was successfully made on your schedule date.



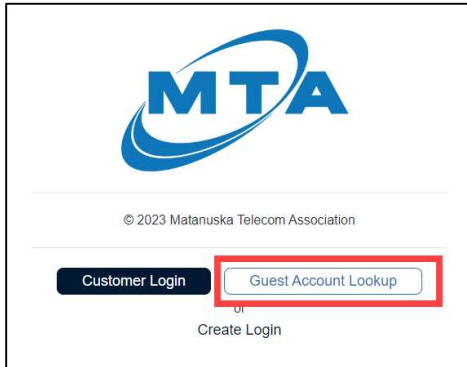
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Guest Payment

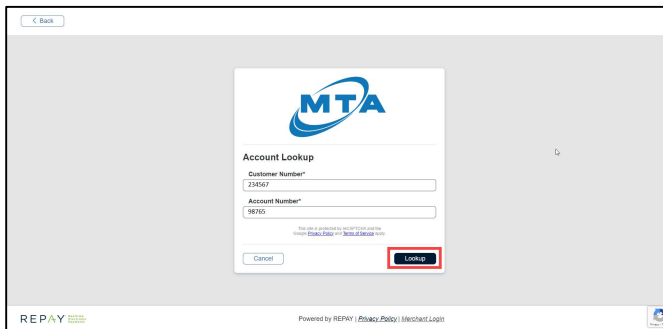
Use this option if you don't know your CVC, don't want to register, or are assisting another member.

- 1) From the Accounts login screen select, Guest Account Lookup.



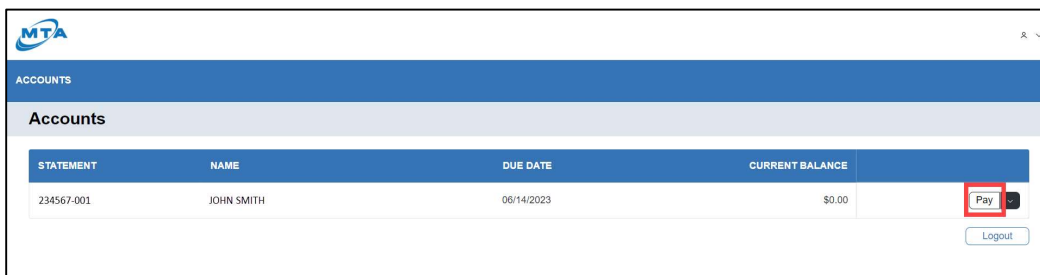
The screenshot shows the MTA Accounts login page. At the top is the MTA logo. Below it is the copyright notice: © 2023 Matanuska Telecom Association. There are three buttons: "Customer Login" (dark blue), "Guest Account Lookup" (light blue with a red border), and "Create Login" (small, below the others).

- 2) Enter the first six digits of the statement number (Customer Number) and Account Number, and then click **Lookup**.



The screenshot shows the "Account Lookup" form. It has two input fields: "Customer Number*" with the value "234567" and "Account Number*" with the value "98765". Below the fields are "Cancel" and "Lookup" buttons. The "Lookup" button is highlighted with a red border. At the bottom, it says "Powered by REPAY | Privacy Policy | Unsubscribe Login".

- 3) Verify you have the correct customer account and then click **Pay**.



The screenshot shows the "Accounts" table. The table has columns: STATEMENT, NAME, DUE DATE, CURRENT BALANCE, and an action column. The first row shows statement 234567-001 for John Smith, due 06/14/2023, with a balance of \$0.00. A "Pay" button is highlighted with a red border in the action column. A "Logout" button is at the bottom right.

STATEMENT	NAME	DUE DATE	CURRENT BALANCE	
234567-001	JOHN SMITH	06/14/2023	\$0.00	Pay



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One-time & Scheduled Payments

- 4) The Guest Access version of the profile will appear. You can make a one-time payment as normal. Follow the one-time payment instructions above.

✓ GUEST ACCESS IS LIMITED: If you are the account holder and would like access to your online statements, have the ability to save payment methods and sign up for Auto Draft, please register your account.

ACCOUNT INFORMATION

Review the account information

STATEMENT	234567-001
BILL TO	JOHN SMITH
ADDRESS LINE 1	123 MAIN ST.
ADDRESS LINE 2	
CITY	PALMER
STATE	AK
ZIP	99645
DUE DATE	06/14/2023

MAKE A PAYMENT

Set up your payment

How much would you like to pay?

\$0.00
Current Balance

Custom Amount
\$ 0.00

How would you like to pay?

☒ Bank Account (ACH)

☐ Card

What is the ACH account type?

☒ Personal

☐ Business

ACH Authorization Language?

☒ English

☐ Español

Convenience Fee

\$0.00

Total Amount

\$0.00

- a. If you want access to scheduled payments or saved payments, you must register your account and login.