

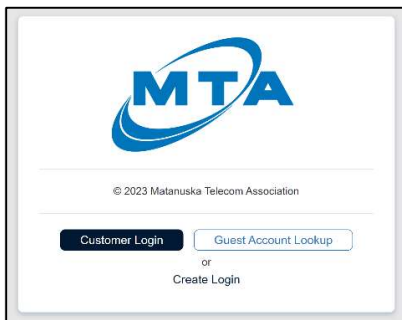


## MTA eBill Manual Registration & Navigation

Use MTA eBill to securely view current and previous statements, make one-time or automatic recurring payments, and choose your statement delivery options.

### Registration

- 1) Begin by going to [www.mtasolutions.com/ebill/](http://www.mtasolutions.com/ebill/)
- 2) Click on the "Click Here To Create Your Account" button
- 3) In the new screen, select **Create Login**.



- 3) Complete the required fields with your information, including your CVC (Password) or "Customer Verification Code". Once all information is entered, select **Register**.

A screenshot of the "Customer Registration" form. It contains five input fields: "CVC (Password)\*", "Email\*", "First Name\*", "Last Name\*", and "Customer # (First 6 digits of Statement #.)\*". Below the fields is a small disclaimer: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." At the bottom are two buttons: "Cancel" and "Register".

- a. If you see an error message it may mean that the Customer #, Email address or CVC doesn't match our records. Call us for assistance at (800) 478-3211 or (907) 745-3211.



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- 4) Check your email for your registration link and click the link to set your password. Your password must contain:
  - a. At least 10 characters
  - b. At least one digit
  - c. At least one upper-case letter
  - d. At least one lower-case letter
- 5) Set your password and click **Save**.
- 6) Login to your new account with your email and newly created password.

A screenshot of the MTA Customer Sign In form. At the top is the MTA logo. Below it, the text "Customer Sign In" is displayed. There are two input fields: "Email" and "Password". Below the "Email" field is a "Forgot your password?" link. At the bottom right is a "Sign in" button.

- 7) For navigating MTA eBill, see the instructions below.

### Navigation

- 1) Begin by logging into your account at [www.mtasolutions.com](http://www.mtasolutions.com) and clicking on **Pay My Bill** in the Navigation options on the top of the page.
- 2) Click on **Customer Login**.

A screenshot of the MTA Customer Login page. At the top is the MTA logo. Below it, the text "© 2023 Matanuska Telecom Association" is displayed. There are two buttons: "Customer Login" and "Guest Account Lookup". Below these buttons is the text "or Create Login".



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3) Enter your credentials and select **Sign In**.

The image shows the MTA Customer Sign In page. It features the MTA logo at the top. Below the logo, the text "Customer Sign In" is displayed. There are two input fields: "Email" with the placeholder text "johnsmith@google.com" and "Password" with a masked password "\*\*\*\*\*". Below the password field is a link that says "Forgot your password?". At the bottom right is a "Sign in" button.

4) From the Account screen you will have access to the following tabs:

a. Accounts:

The image shows the "Accounts" tab selected in the MTA eBill system. The tab is highlighted with a red box. Below the tab bar, the "Accounts" section is displayed. It contains a table with the following columns: STATEMENT, NAME, DUE DATE, CURRENT BALANCE, and a "Pay" button. The table has one row with the following data: 234567-001, JOHN SMITH, 06/14/2023, \$915.01, and a "Pay" button with a dropdown arrow.

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

- i. View current accounts and information
- ii. Make a payment (one-time, scheduled, auto draft)
- iii. View your statements (down arrow next to Pay)

b. Payment History

The image shows the "Payment History" tab selected in the MTA eBill system. The tab is highlighted with a red box. Below the tab bar, the "Payment History" section is displayed. It includes a search filter with "Date Range" (04/19/2023 12:00AM to 05/19/2023 11:59PM), "Payment Method" (Select...), "Type" (Select...), and "Status" (Approved). There are "Search" and "Reset" buttons. Below the filters is a table with the following columns: Time of Payment, Payment Ref. #, Account #, Amount, Type, Payment Method, Last 4, Status, MultiPay, and a "Details" button. The table has one row with the following data: 05/19/2023 10:40AM, 566561548, 234567-001, \$600.00, Sale, Card, 1111, Approved, and a red X icon.

Time of Payment	Payment Ref. #	Account #	Amount	Type	Payment Method	Last 4	Status	MultiPay	
05/19/2023 10:40AM	566561548	234567-001	\$600.00	Sale	Card	1111	Approved		Details

- i. Search for historical payments
- ii. Obtain details of payments



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### c. Scheduled Payments

- i. View payments that are scheduled to be processed and any Auto Draft enrollments.
- ii. Manage Auto Draft enrollments.

5) When you are done with your session, you can log out by clicking your name in the upper right corner of the page and selecting log-out.