



MTA eBill Manuel

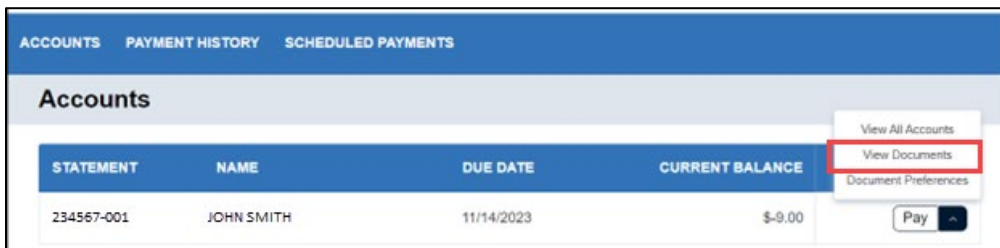
Viewing Statements

Once you register with MTA eBill, you can view your current and past statements with just a couple clicks.

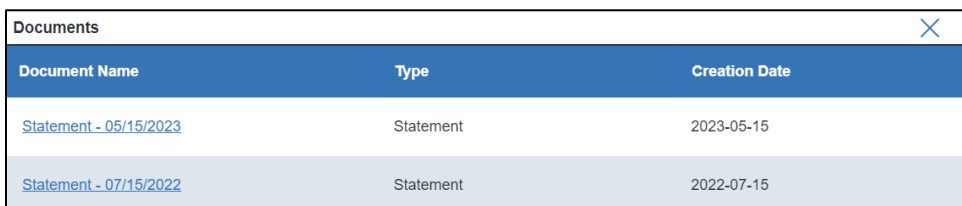
- 1) From your Accounts homepage, click the down arrow.



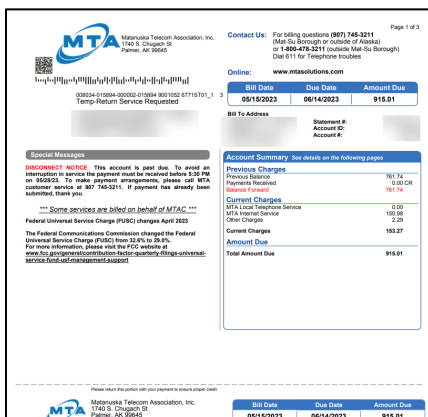
- 2) Click on View Documents.



- 3) Click on the statement you want to view under the Document Name column.



- 4) Your statement will open.





MTA eBill Manuel

Viewing Statements

Document Preferences allows you to choose the configuration that best suits your needs.

Important Notes:

- If email notification is selected for a statement, the email will go to the email address on file at the time the notification is sent.
- If the email address is blank or needs to be updated, please contact MTA to make that change.
- You can elect a different email address for each statement if you have multiple statements or use the same one for all.

STATEMENT	NAME	DUE DATE	CURRENT BALANCE
234567-001	JOHN DOE	11/14/2023	\$-9.00

I. Option 1

- No Email.
- Paper bill mailed.
- Registered customer can log in and view their statements electronically on the portal.

Document Preferences

Billing Statements

I want to receive an email alerting me when my statement is ready to view at johndoe@mtaonline.com

I want to go Paperless (Statement will not be mailed and can only be accessed via portal)

Cancel Submit

II. Option 2

- Email alert that the statement is ready.
- Paper bill mailed.
- Registered customer can log in and view their statements electronically on the portal.

Document Preferences

Billing Statements

I want to receive an email alerting me when my statement is ready to view at johndoe@mtaonline.com

I want to go Paperless (Statement will not be mailed and can only be accessed via portal)

Cancel Submit



MTA eBill Manuel Viewing Statements

III. Option 3

- No Email.
- No paper bill mailed.
- Registered customer can log in and view their statements electronically on the portal.

Document Preferences

Billing Statements

I want to receive an email alerting me when my statement is ready to view at johndoe@mtaonline.com

I want to go Paperless (Statement will not be mailed and can only be accessed via portal)

Cancel Submit

IV. Option 4

- Email alert that the statement is ready.
- No paper bill mailed.
- Registered customer can log in and view their statements electronically on the portal.

Document Preferences

Billing Statements

I want to receive an email alerting me when my statement is ready to view at johndoe@mtaonline.com

I want to go Paperless (Statement will not be mailed and can only be accessed via portal)

Cancel Submit

Reminder* If email address is blank, please contact MTA. Selecting email alert without an email address present will not notify you of future statements.

Document Preferences

Billing Statements

I want to receive an email alerting me when my statement is ready to view at **Blank!**

I want to go Paperless (Statement will not be mailed and can only be accessed via portal)

Cancel Submit