

# eBill Registration

## STEP 1:

Browse to [ebill.rtctel.com](http://ebill.rtctel.com) and click 'Register Here' to create your new online account.



Log In

Log in

Don't have an account? Register here →

Forgot your password?

RTC eBill | 200 Evitt Parkway - Ringgold, GA 30736 | Phone: 706-965-1234 | Contact Us

## STEP 2:

Enter your most **current** Invoice Number and Amount Due.

The screenshot shows the 'Register By Invoice' page on the RTC website. The page includes a form with the following fields:

- Invoice Number
- What's this?
- Amount Due

Below the form, there is a CAPTCHA checkbox labeled 'I'm not a robot' and a 'Continue' button. To the right of the form is a sample invoice for RTC. The invoice includes the following sections:

- Balance Forward**: Previous Bill (\$478.47), Total payments through Dec 20 (\$1.00), Adjustment on Dec 18 (\$478.47), Balance Before Current Charges (\$ 0.00).
- Service Summary**: Business Telephone (46.60, 8.23, 74.83), Residential Telephone (47.65, 5.24, 52.89), QuickServ (32.13, 1.71, 35.86).
- Account-Level Charges Summary**: Fed. Use Chg. RTCTD (0.48, 0.01, 0.49), RTC LSP Monthly Fee (2.90, 0.00, 2.90).
- Account Summary**: Account Number (00049722-9), Invoice Number (1047312), Bill Date (Jan 01, 2014), Delinquent After (Jan 16, 2014), Previous Bill (\$478.47), Previous Payments (\$478.47), Adjustments (\$0.00), Previous Balance (\$0.00), Advance Payments (\$0.00), Current Charges (\$479.21), Amount Due (\$ 479.21).
- Important Notice**: Ringgold Telephone Company assesses a collection fee to customer accounts that have unpaid balances which are carried past the due date. The fee is \$5.00 for residential services and \$9.00 for business services. The collection fee is in addition to the late payment penalty of one and one half percent (1.5%) of the unpaid balance.

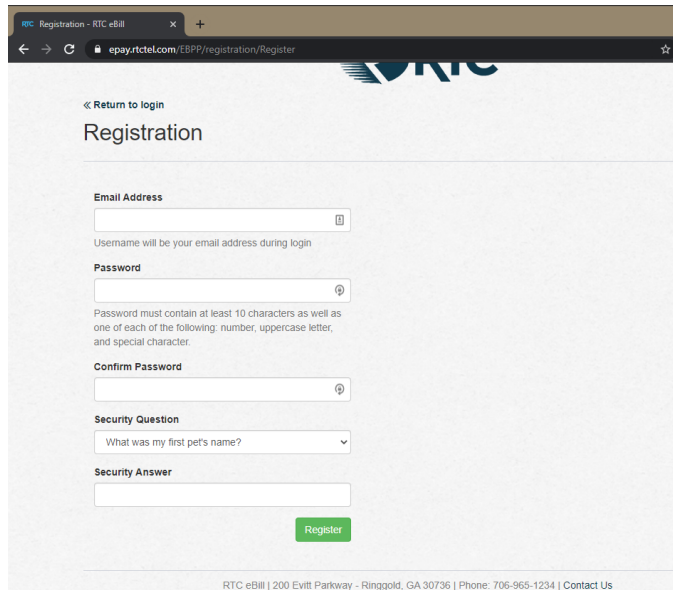
It is important that you have **your most recent bill** with you in order to enter the current Invoice Number and Invoice Total.

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## STEP 3:

Enter remaining contact information, select a security question, and you're all set!



The screenshot shows a web browser window with the URL [epay.rctel.com/EBPP/registration/Register](https://epay.rctel.com/EBPP/registration/Register). The page title is "Registration" and it includes a link to "Return to login". The form contains the following fields:

- Email Address:** A text input field with a note: "Username will be your email address during login".
- Password:** A text input field with a note: "Password must contain at least 10 characters as well as one of each of the following: number, uppercase letter, and special character."
- Confirm Password:** A text input field.
- Security Question:** A dropdown menu with the selected option "What was my first pet's name?".
- Security Answer:** A text input field.

A green "Register" button is located at the bottom of the form. The footer of the page reads: "RTC eBill | 200 Evitt Parkway - Ringgold, GA 30736 | Phone: 706-965-1234 | Contact Us".

Once registration is complete, you will receive a confirmation email. You must click the activation link in the email to login to your new account. *Don't see your email? Check your spam folder.*