

# ePay Setup Instructions

## STEP 1:

Browse to [epay.rttel.com](https://epay.rttel.com) and click 'create a new login.'

6203 Alabama Hwy Ringgold, GA 30736 • 706-965-1234 • Email

## STEP 2:

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

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Balance Forward	
Previous Bill	\$ 478.47
Total payments through Dec 31	\$ 0.00
Adjustment on Dec 31	\$ 478.47
<b>Balance Before Current Charges</b>	<b>\$ 0.00</b>

Service Summary	
Business Telephone	74.83
Residential Telephone	75.93
Quick-Start	148.22
<b>Account-Level Charges Summary</b>	<b>478.77</b>

Account Summary	
Previous Bill	\$ 478.47
Previous Payments	\$ 478.47
Adjustment	\$ 0.00
Previous Balance	\$ 0.00
Assigned Payments	\$ 0.00
Current Charges	\$ 478.21
<b>Amount Due</b>	<b>\$ 477.21</b>

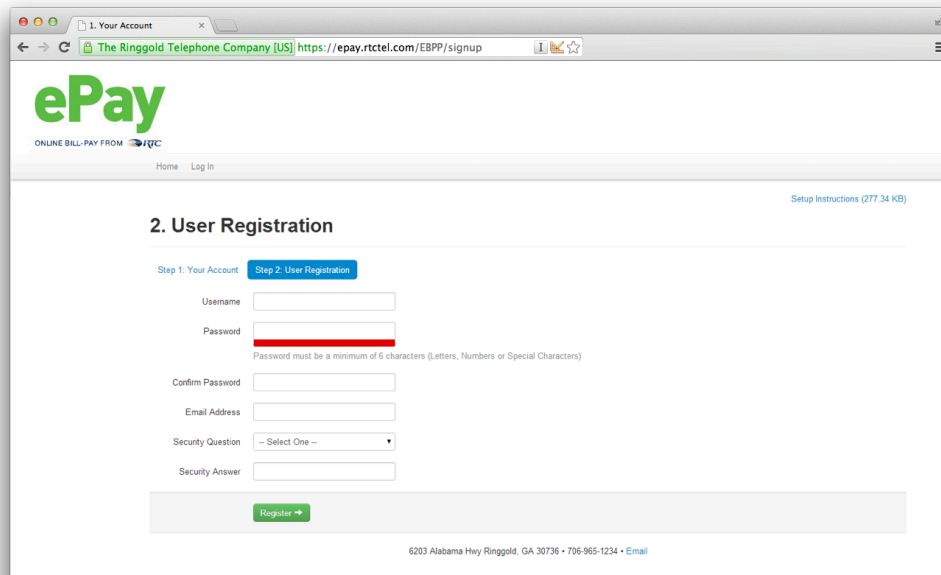
*It is important that you have your most recent bill with you in order to enter the current Invoice Number and Invoice Total.*

*Don't forget to sign up for paperless billing to receive a \$5 credit on your bill. Once you sign up, call us to let us know so we can apply the credit!*

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## STEP 3:

Enter remaining contact information and you're all set!

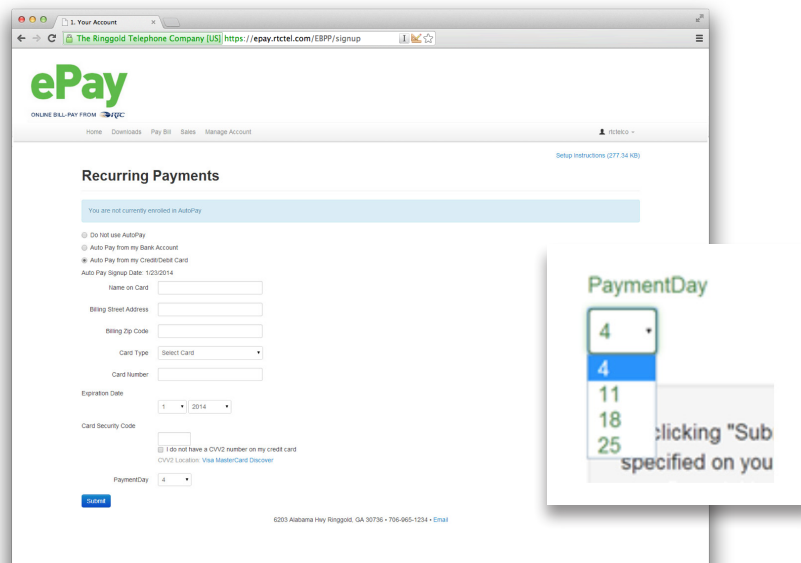


The screenshot shows the ePay website's user registration page. The browser address bar indicates the URL is <https://epay.rtctel.com/EBPP/signup>. The page title is "2. User Registration". There are two tabs: "Step 1: Your Account" and "Step 2: User Registration", with the second tab selected. The registration form includes fields for Username, Password (with a red bar indicating a strength indicator), Confirm Password, Email Address, Security Question (a dropdown menu), and Security Answer. A green "Register" button is at the bottom of the form. The footer text reads "6203 Alabama Hwy Ringgold, GA 30736 • 706-965-1234 • Email".

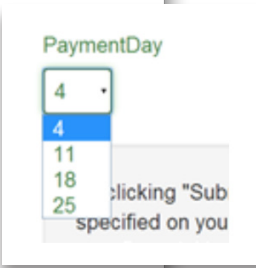
*Once registration is complete, you will receive a confirmation email. You must click the activation link in the email to login to your new account.*

## OPTIONAL STEP: (Recurring Payment)

When signing up, remember to choose your preferred payment date.



The screenshot shows the ePay website's recurring payments page. The browser address bar indicates the URL is <https://epay.rtctel.com/EBPP/signup>. The page title is "Recurring Payments". There is a blue banner that says "You are not currently enrolled in AutoPay". Below this, there are radio buttons for "Do Not use AutoPay", "Auto Pay from my Bank Account", and "Auto Pay from my Credit/Debit Card", with the third option selected. The "Auto Pay Signup Date" is 1/23/2014. The form includes fields for Name on Card, Billing Street Address, Billing Zip Code, Card Type (a dropdown menu), Card Number, Expiration Date (1/2014), and Card Security Code. There is a checkbox for "I do not have a CVV2 number on my credit card" and a note "CVV2 Location: Visa MasterCard Discover". A "PaymentDay" dropdown menu is set to "4". A blue "Submit" button is at the bottom of the form. The footer text reads "6203 Alabama Hwy Ringgold, GA 30736 • 706-965-1234 • Email".



A callout box titled "PaymentDay" shows a calendar grid with the number "4" highlighted in blue. Below the calendar, it says "Clicking 'Sub specified on you'".

*Don't forget to sign up for paperless billing to receive a \$5 credit on your bill. Once you sign up, call us to let us know so we can apply the credit!*