

# ePay Setup Instructions

## STEP 1:

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

RTC Login - RTC eBill

epay.rtctel.com/EBPP/login

Setup Instructions (833.26 KB)

**RTC**

Log in to your account

Username

Password

Sign 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.

RTC Register By Invoice - RTC eBill

epay.rtctel.com/EBPP/Registration/Invoice

**RTC**

« Return to login

Register By Invoice

Invoice Number

What's this?

Amount Due

Please enter your invoice number and amount due as they appear on your most recent invoice.

☐ I'm not a robot

Continue

**RTC**

4200 Alabama Hwy, PO Box 647, Ringgold, GA 30736-0647  
Phone: 706-965-1234 Fax: 706-965-1235 www.rtctel.com

**Balance Forward**

Previous Bill	\$ 478.47
Total payments through Dec 10	\$ 0.00
Adjustment on Dec 16	\$ 478.47
<b>Balance Before Current Charges</b>	<b>\$ 0.00</b>

**Service Summary**

	Adj.	Charges	Surcharges	Fees	Subtotal
<b>Business Telephone</b>					
706-915-1050		66.60	6.23		72.83
706-915-1011		47.65	5.34		52.99
706-915-1014		66.10	7.18		73.28
706-965-1088		61.50	7.89		69.39
<b>Residential Telephone</b>					
QuickServ		32.10	3.71		35.86
		181.47	6.75		188.22
		478.87	38.90		478.77

**Account-Level Charges Summary**

Fed. USP Chg RTOL	0.48	0.01	0.49
RTC LSP Monthly Rtn	2.90		2.90

**Account Summary**

Account Number	00049752-9
Invoice Number	10474712
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
Arrears Payments	\$ 0.00
Current Charges	\$ 478.21
<b>Amount Due</b>	<b>\$ 478.21</b>

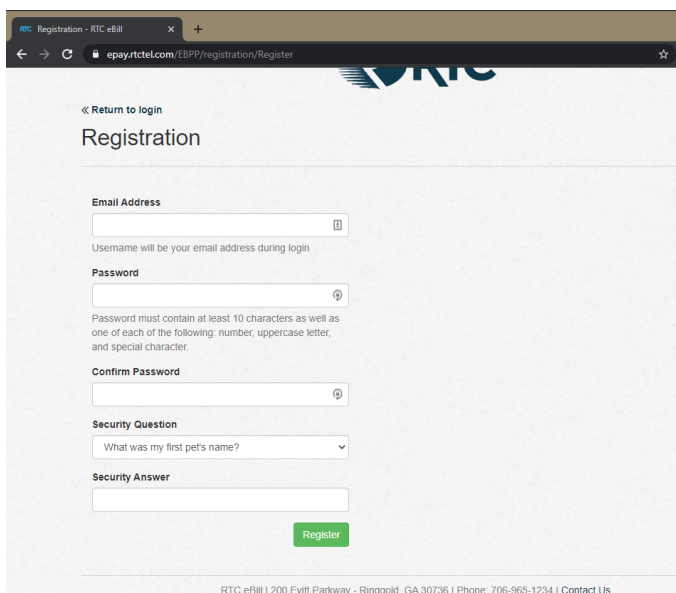
**Important Notice:**  
Ringgold Telephone Company assesses a collection fee to customer accounts that have unpaid balances which are carried past the due date. The fee is \$5.00 for residential services and \$9.00 for business services. The collection fee is in addition to the late payment penalty of one and one half percent (1.5%) of the unpaid balance.  
Any payment not honored by your financial institution is subject to a \$30 NSF Fee and any unpaid balance as a result of an NSF payment will be subject to a late payment penalty.

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`. The page is titled "Registration" and includes a link to "Return to login". The form contains the following fields:

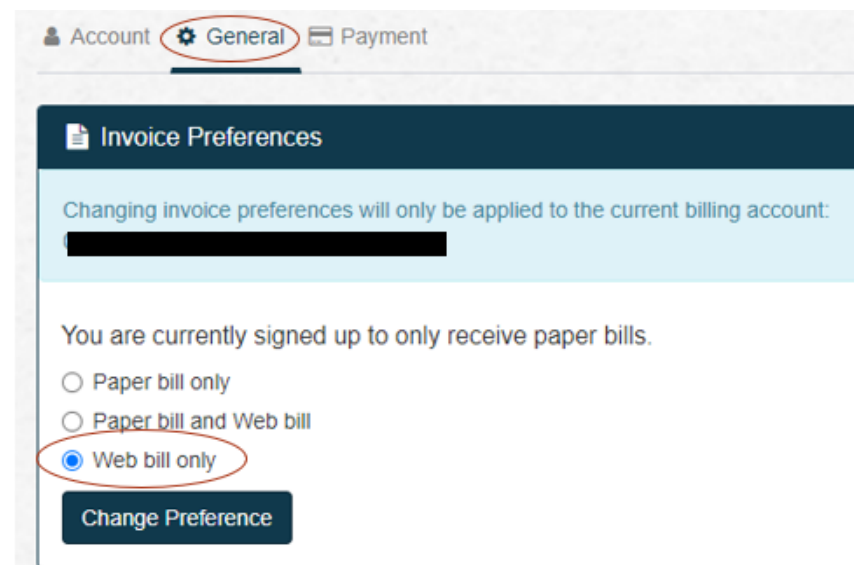
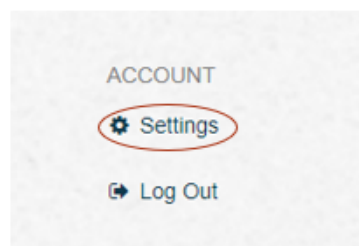
- Email Address:** A text input field with a note: "Username will be your email address during login".
- Password:** A text input field with a note: "Password must contain at least 10 characters as well as one of each of the following: number, uppercase letter, and special character."
- Confirm Password:**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

A green "Register" button is located at the bottom right of the form. The footer of the page reads: "RTC eBill | 200 Evtitt 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.*

## STEP 4:

Set your invoice preference to 'Web bill only' and save!



The screenshot shows the "General" settings page. At the top, there are three tabs: "Account", "General" (selected and circled in red), and "Payment". Below the tabs is a section titled "Invoice Preferences". A message states: "Changing invoice preferences will only be applied to the current billing account: [redacted]". Below this, a message says: "You are currently signed up to only receive paper bills." There are three radio button options:

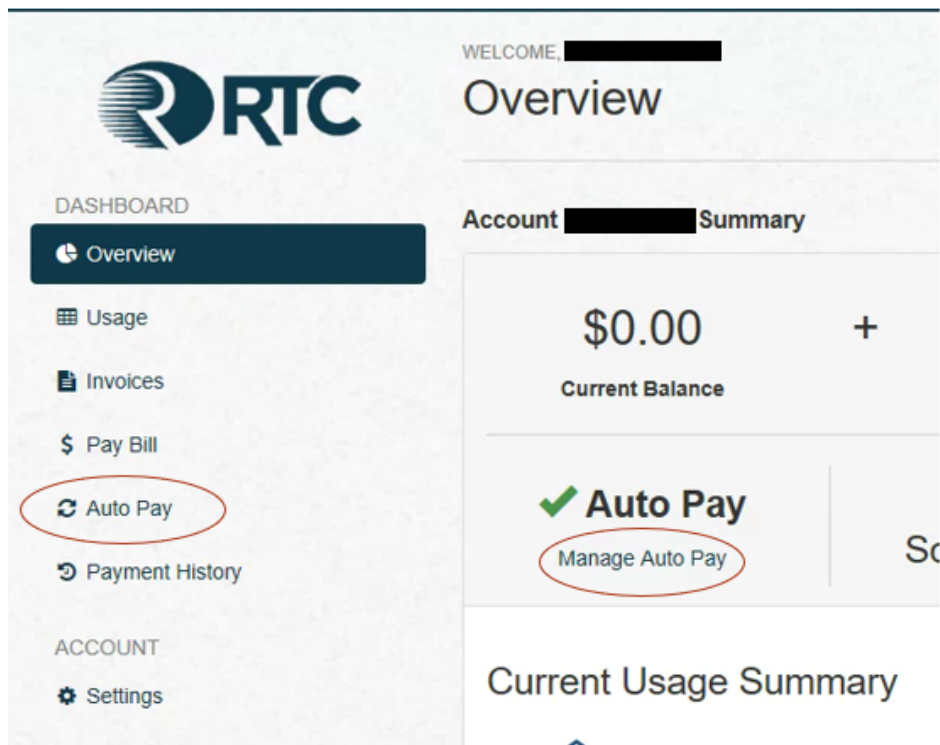
- ☐ Paper bill only
- ☐ Paper bill and Web bill
- ☒ Web bill only (circled in red)

A "Change Preference" button is located at the bottom of the section.

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## OPTIONAL STEP: (Recurring Payment)

When signing up for Auto Pay, select your payment type and choose a Payment Day. Click "Continue" to confirm your information and enroll.



**Payment Day**

4

4

11

18

☐ I agree to the Terms and Conditions