

How to Pay Your Bill Online Via Manage My Account

Easily manage and pay your telephone and/or internet bills online via **"Manage My Account"**. First time users will need to register for access. Once registered, you will have immediate access to view and pay your current bill online using your credit/debit card of checking account.

- ***Important*** Before registering for access, make sure you have access to your last WCVT billing statement. For your security, you will be required to provide your account number and total amount due on your last invoice during process.
- Step 1. Go to: <u>www.wcvt.com</u>
- Step 2. Click on "My Account"

Manage Your Telephone or Internet Account

To access your online account, please enter your username and password.		
Username	Step 4.	Accept Terms &
Ikeener		Conditions.
Password		
l'm not a robot		
LOGIN		
Forgot Password		
Forgot Username		
If you have not yet registered for access, <u>Click here to signup now.</u>		
Enrollment is free, and once registered, you will have immediate access to your		

Step 3. Click here to sign up now.

Enrollment is **free**, and once registered, you will have immediate access to your account. Step 5. Complete Account Information Screen. (Reference your <u>last</u> billing statement.)

Account Information

First Name:		
Last Name:		
Account Number:		
Total Amount Due:		
\$		
Example: 35.99 or -35.99		

- **Step 6.** Create Username and Password.
- **Step 7.** Registration process is now complete and you can login into your account. Once logged in, you have the following payment options to select from:

Pay Bill Now

- One-time payment via credit or debit card.
- One-time payment via an ACH from your checking account.

Recurring Payment

- Recurring payment via credit or debit card.
- Please Note: Payments will be posted to your account on the <u>following</u> business day. If you've been temporarily disconnected for nonpayment, once the payment is made it will automatically reconnect your service.

Have Questions – We're Here to Help!

Customer Service

Telephone: 1-800-496-3391

Email: <u>csdept@wcvt.com</u>

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.