



Creating & Utilizing Your Web Account

Creating a Web Account

1. To create a new Web Account or log in to an existing web account, head to our website <https://minetfiber.com/> or <https://wvalleyfiber.com/> and select the *Payments* option.



2. If you have an existing web account, proceed to log in and skip to step 5. If you need to create a new web account, select **Don't have an account? Register here** at the bottom of the page.



MINET/WVF does not accept one-time payments from checking or savings accounts online.

Log In

Username or Email

Password

Log in

[Don't have an account? Register here](#) →

[Forgot your password?](#)

- When Registering for a new web account, you will be prompted to enter the invoice number and amount due from your most recent invoice.

[← 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  reCAPTCHA
Privacy - Terms

[Continue >](#)

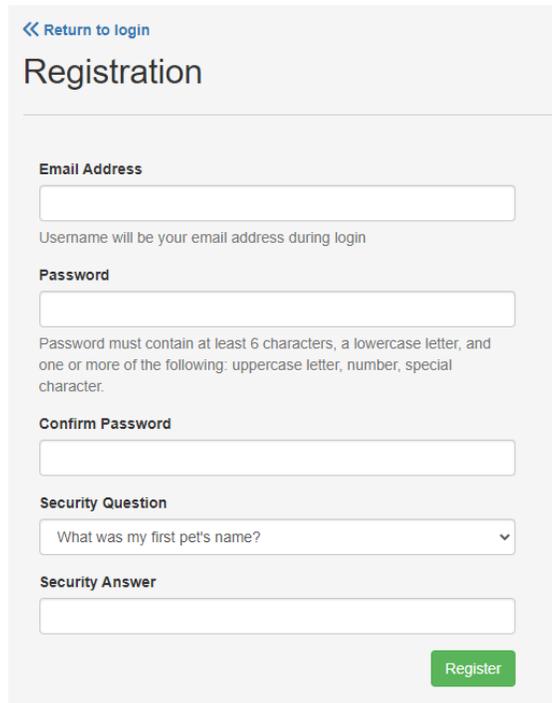


Payment Information

Account Number	12345678-9
Invoice Number	12345678
Bill Date	Oct 01, 2019
Due Date	Oct 20, 2019
Amount Due	\$ 1,234.56
Amount Enclosed	\$ _____

PLEASE MAKE CHECK PAYABLE TO: **MINET**

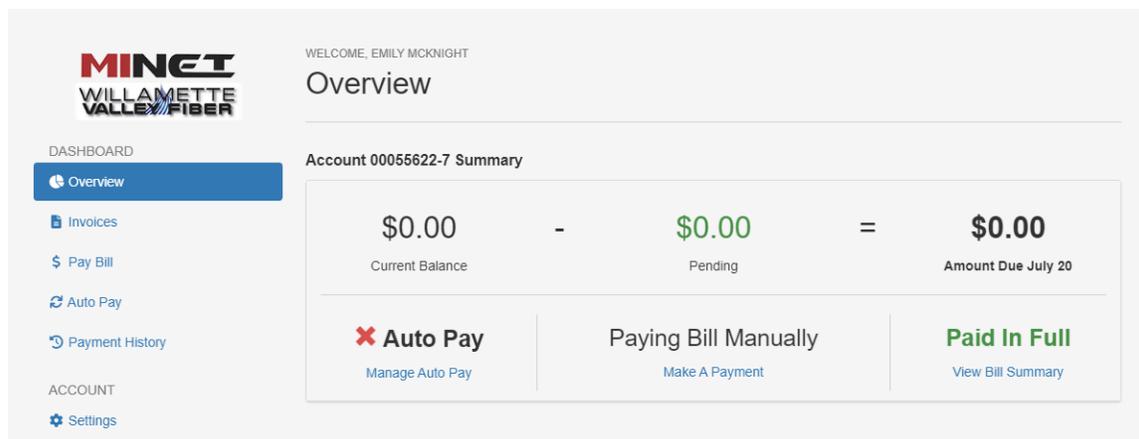
- Once you have entered your invoice number and amount due, the next screen will prompt you to enter a few more items to register your account.



The registration form includes a 'Return to login' link, an 'Email Address' field with a note that the username will be the email address, a 'Password' field with a note about password requirements (6 characters, lowercase, uppercase, number, or special character), a 'Confirm Password' field, a 'Security Question' dropdown menu (currently set to 'What was my first pet's name?'), and a 'Security Answer' field. A green 'Register' button is located at the bottom right.

Making a Payment

- Once you are logged in, to make a payment you can either select **Make A Payment** on the first screen under *Overview*, or by selecting *Pay Bill* on the left-hand side of the screen.



The dashboard shows the MINET WILLAMETTE VALLEY FIBER logo, a 'DASHBOARD' menu with 'Overview' selected, and a 'WELCOME, EMILY MCKNIGHT' greeting. The 'Overview' section displays 'Account 00055622-7 Summary' with a balance table:

\$0.00	-	\$0.00	=	\$0.00
Current Balance		Pending		Amount Due July 20

Below the table are three payment options: 'Auto Pay' (with a red X and 'Manage Auto Pay' link), 'Paying Bill Manually' (with 'Make A Payment' link), and 'Paid In Full' (with 'View Bill Summary' link).

- Now you can choose to pay the **Total Amount** or **Other Amount** of your choosing. If you do not already have a card on file, you will need to select **New Credit Card** and enter new card information. Press **Continue** to complete the transaction.

MINET
WILLAMETTE
VALLEY FIBER

WELCOME, EMILY MCKNIGHT

Pay Bill

DASHBOARD

- Overview
- Invoices
- Pay Bill**
- Auto Pay
- Payment History

ACCOUNT

- Settings

You are not currently enrolled in Auto Pay

\$0.00 - **\$0.00** = **\$0.00**
 Current Balance Pending Amount Due July 20

Payment Amount

Total Amount
 \$ 0.00

Other Amount
 \$

Select a Payment Option

You do not currently have any payment methods saved to this account.

[Manage Payment Methods](#)

[New Credit Card](#)

[Continue >](#)

Setting Up Autopay

- Once you are logged in, to set up Auto Pay, select **Manage Auto Pay** on the first screen under *Overview*, or by selecting *Autopay* on the left hand side of the screen.

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WELCOME, EMILY MCKNIGHT

Overview

DASHBOARD

- Overview**
- Invoices
- Pay Bill
- Auto Pay
- Payment History

ACCOUNT

- Settings

Account 00055622-7 Summary

\$0.00 - **\$0.00** = **\$0.00**
 Current Balance Pending Amount Due July 20

✗ Auto Pay
[Manage Auto Pay](#)

Paying Bill Manually
[Make A Payment](#)

Paid In Full
[View Bill Summary](#)

- If you do not have an existing Credit/Debit Card or Bank Account on file, you will need to select **New Credit Card** or **New Bank Account** and enter information. Press **Continue** to complete the transaction.

Enrolling in Paperless Billing

- Once logged in, to enroll in paperless billing, select **Setting** under *Account* on the left-hand side. Towards the top of this screen you will see three options, select **General**. Under *Invoice Preferences* will be three invoice preferences, select **Web bill only** then select **Change Preference**. You are now enrolled in paperless billing. Your invoices will be sent to the email address that the web account is registered under.

The screenshot shows a user interface for managing account settings. On the left is a sidebar menu with sections: DASHBOARD (Overview, Invoices, Pay Bill, Auto Pay, Payment History) and ACCOUNT (Settings, Log Out). The 'Settings' option is highlighted. The main content area has tabs for 'Account', 'General', and 'Payment', with 'General' selected. Below the tabs is a header for 'Invoice Preferences'. A light blue notification box states: 'Changing invoice preferences will only be applied to the current billing account: 00055622-7 - Emily McKnight'. Below this, a message reads: 'You are currently signed up to only receive web bills.' Three radio button options are listed: 'Paper bill only', 'Paper bill and Web bill' (which is selected), and 'Web bill only'. A 'Change Preference' button is located at the bottom of the options.