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.

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

4. 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.
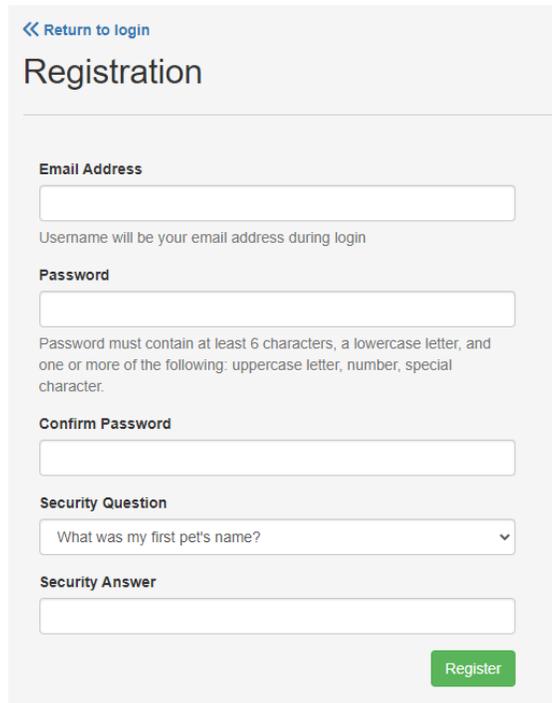
« Return to login

Registration

Email Address

Username will be your email address during login

Password

Password must contain at least 6 characters, a lowercase letter, and one or more of the following: uppercase letter, number, special character.

Confirm Password

Security Question

What was my first pet's name?

Security Answer

Register

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.
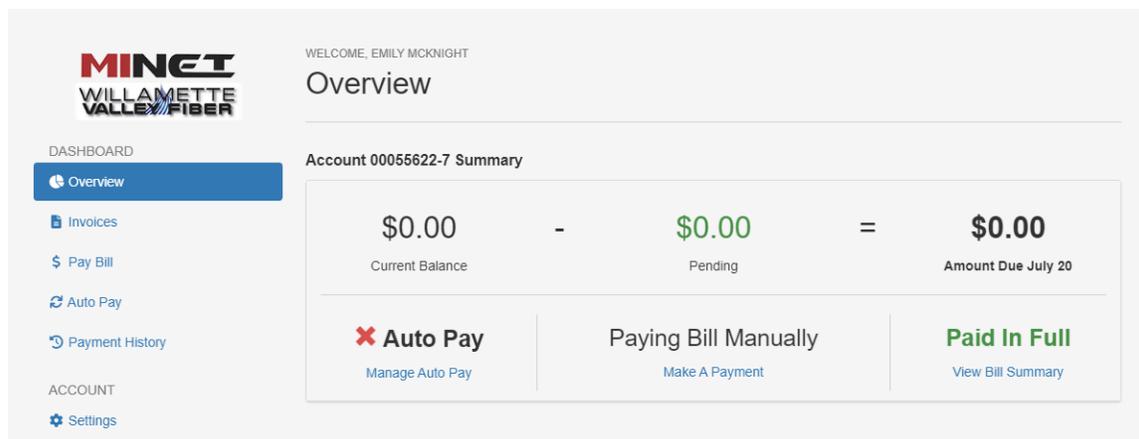
MINET
WILLAMETTE VALLEY FIBER

DASHBOARD

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

ACCOUNT

- Settings

WELCOME, EMILY MCKNIGHT

Overview

Account 00055622-7 Summary

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

✖ Auto Pay	Paying Bill Manually	Paid In Full
Manage Auto Pay	Make A Payment	View Bill Summary

➢ 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.

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.

➢ 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.