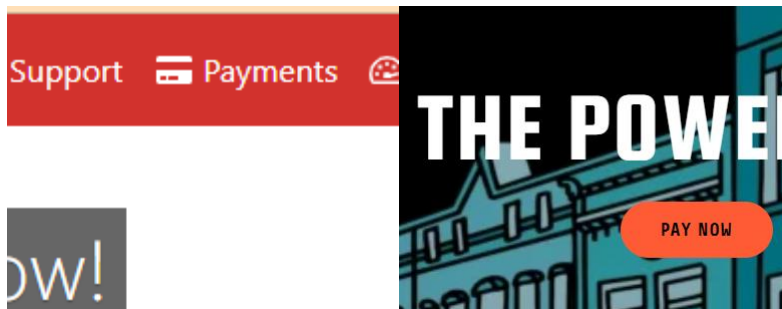




Web Accounts & Paperless Billing

Creating a Web Account & Enrolling in Paperless Billing

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



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

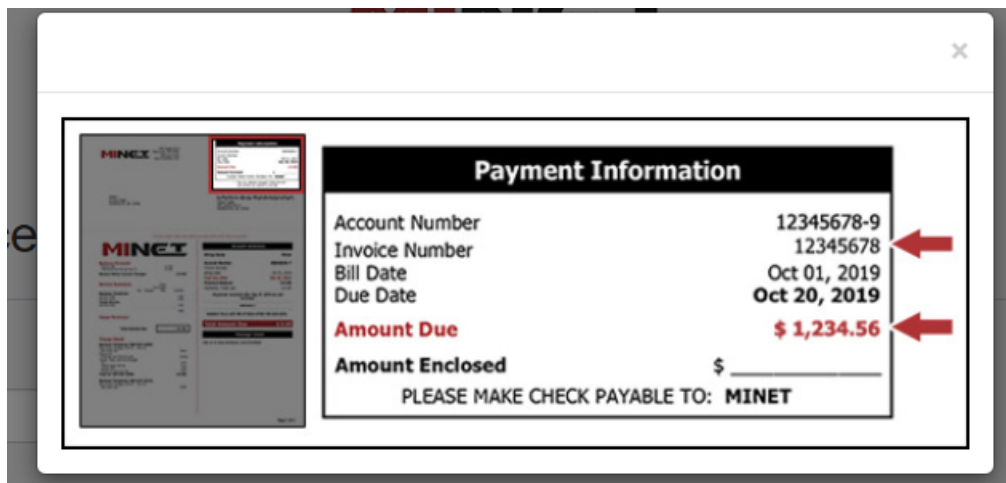
[What's this?](#)

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 >](#)

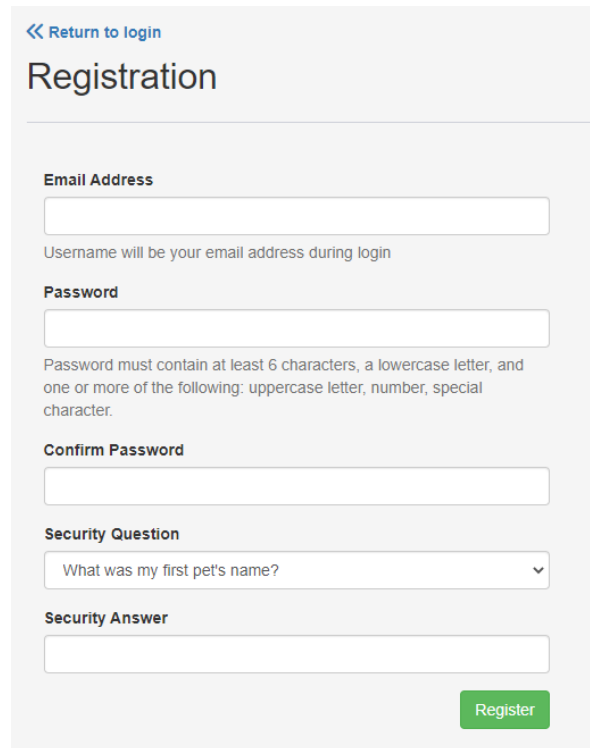


The screenshot shows a window titled "Payment Information" with a close button (X) in the top right corner. On the left side of the window, there is a smaller thumbnail image of a document with a red box highlighting a specific area. The main content of the window is a table of payment details:

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	\$ _____

Below the table, it says "PLEASE MAKE CHECK PAYABLE TO: MINET". Two red arrows point from the right side of the window to the "Invoice Number" and "Amount Due" rows.

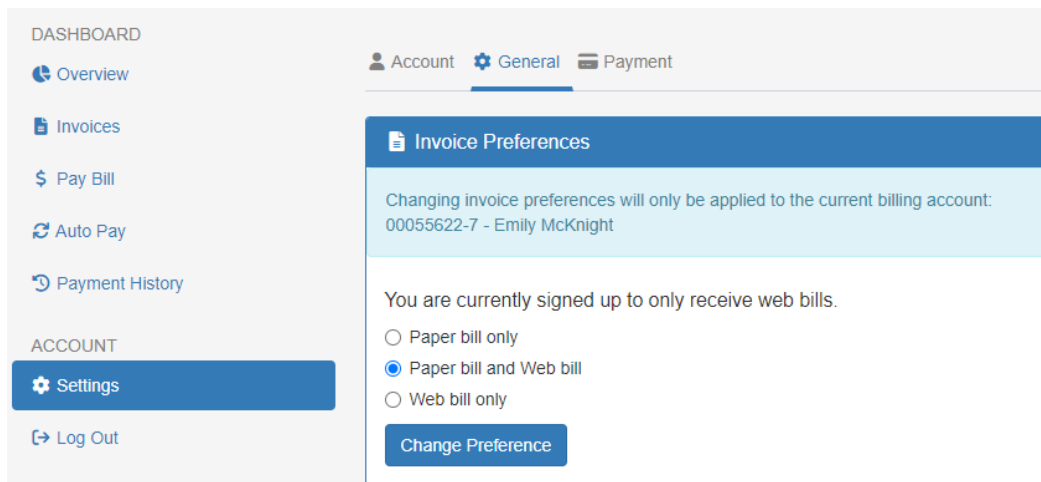
- Once you have entered your invoice number and amount due, the next screen will prompt you to enter a few more items to register your account.



The screenshot shows a registration form with the following fields and instructions:

- Return to login** (link)
- Registration** (title)
- Email Address**: Input field. Below it: "Username will be your email address during login"
- Password**: Input field. Below it: "Password must contain at least 6 characters, a lowercase letter, and one or more of the following: uppercase letter, number, special character."
- Confirm Password**: Input field
- Security Question**: Dropdown menu with the option "What was my first pet's name?"
- Security Answer**: Input field
- Register** (button)

- 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 the account settings page with the following elements:

- DASHBOARD** (header)
- Navigation menu: Overview, Invoices, Pay Bill, Auto Pay, Payment History
- ACCOUNT** (header)
- Settings (selected), Log Out
- Account tabs: Account, **General**, Payment
- Invoice Preferences** (title)
- Message: "Changing invoice preferences will only be applied to the current billing account: 00055622-7 - Emily McKnight"
- Text: "You are currently signed up to only receive web bills."
- Radio button options:
 - Paper bill only
 - Paper bill and Web bill
 - Web bill only
- Change Preference** (button)