eStatement Documentation

Set Your Invoice Preference (Go Paperless)

1. From the WCTA home page (www.wctatel.net) click on the **Bill Pay** link located on the left side of the screen.

2. From the Login screen, enter your username and password, and then click on **Login**
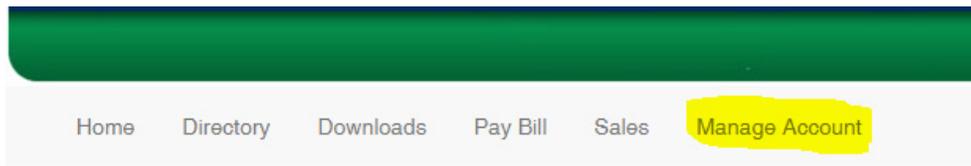
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Login

Username

Password

[Login] Forgot Password?

3. Once logged in, select **Manage Account** from the main menu.

Home   Directory   Downloads   Pay Bill   Sales   Manage Account

4. Then select **Invoice preference** from the Account Management screen.

Account Management

Change display name
Change your web display name.

Update email addresses
Change your primary contact email address and add or remove additional notification email addresses.

Change login password
Change your login password.

Change password recovery question
Change your password recovery hint question and answer.

Invoice preference
Change your invoice delivery preference.

Add Account
Add accounts to view online.

5. From the Change Invoice Preference screen select **Web bill only** to go paperless. Note that you will still receive one more invoice as a precautionary measure.

Change Invoice Preference

You are currently signed up to only receive web bills.

○ Paper bill only
○ Paper bill and Web bill
◉ Web bill only

[Change Preference]