

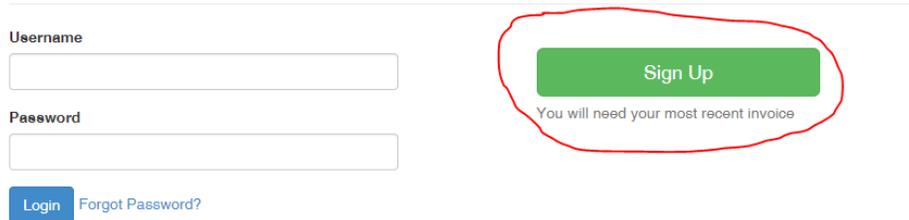
eStatement Documentation

Create New Account

Note: To create an eStatement account you must have a copy of your last WCTA statement.

1. From the WCTA home page (www.wctatel.net) click on the **Bill Pay** link located on the left side of the screen.
2. Click on the Sign Up button in the middle of the screen.

Login



Username

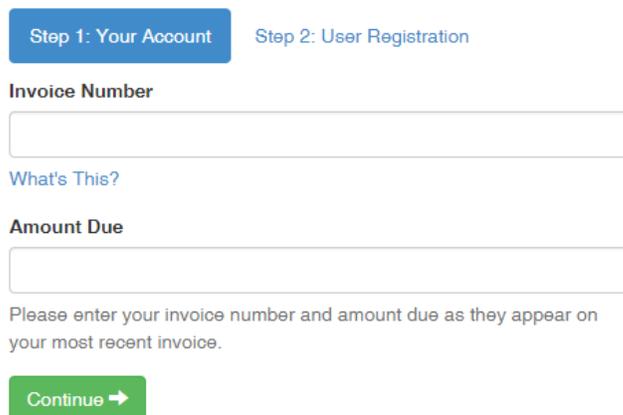
Password

[Login](#) [Forgot Password?](#)

[Sign Up](#)
You will need your most recent invoice

3. Upon clicking on the Sign Up button you will be taken to the Your Account step in the registration process. In order to create an account, you must enter the Invoice Number and Amount Due from your last WCTA statement.

1. Your Account



[Step 1: Your Account](#) [Step 2: User Registration](#)

Invoice Number

[What's This?](#)

Amount Due

Please enter your invoice number and amount due as they appear on your most recent invoice.

[Continue](#) →

- Once you have entered the appropriate information, click **Continue**. The User Registration screen should appear. Here you can enter your desired Username and Password and complete the security questions. When all the information has been entered, click on **Register**.

2. User Registration

Step 1: Your Account Step 2: User Registration

Username

Password

Password must be a minimum of 6 characters (Letters, Numbers or Special Characters)

Confirm Password

Email Address

Security Question

-- Select One --

Security Answer

Register →

- You should then see a confirmation screen and receive an e-mail confirming your account has been created.

Success

Your web user has been created successfully. Thank you for your business!
A confirmation email will be sent to you shortly. To activate your account, click or copy the URL in the confirmation email into your browser.

- You will need to click on the link contained in the e-mail which will take you back to the eStatement portal where you must do a final confirmation. Your eStatement account is now active.