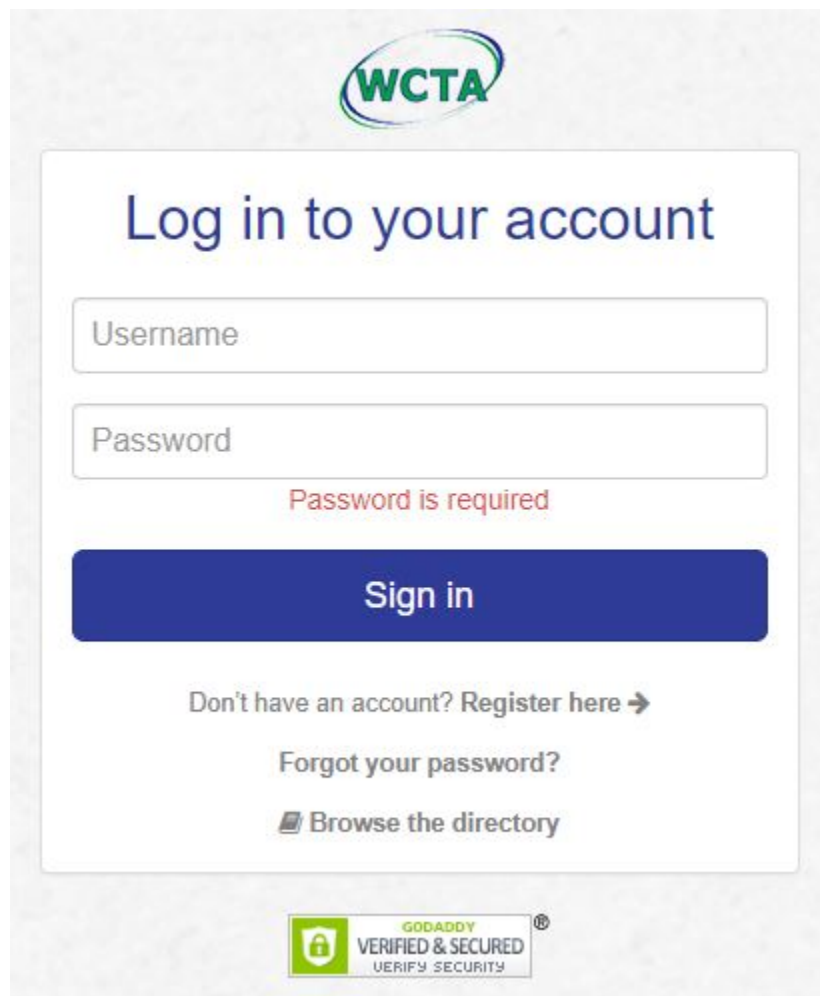


# eStatement Documentation

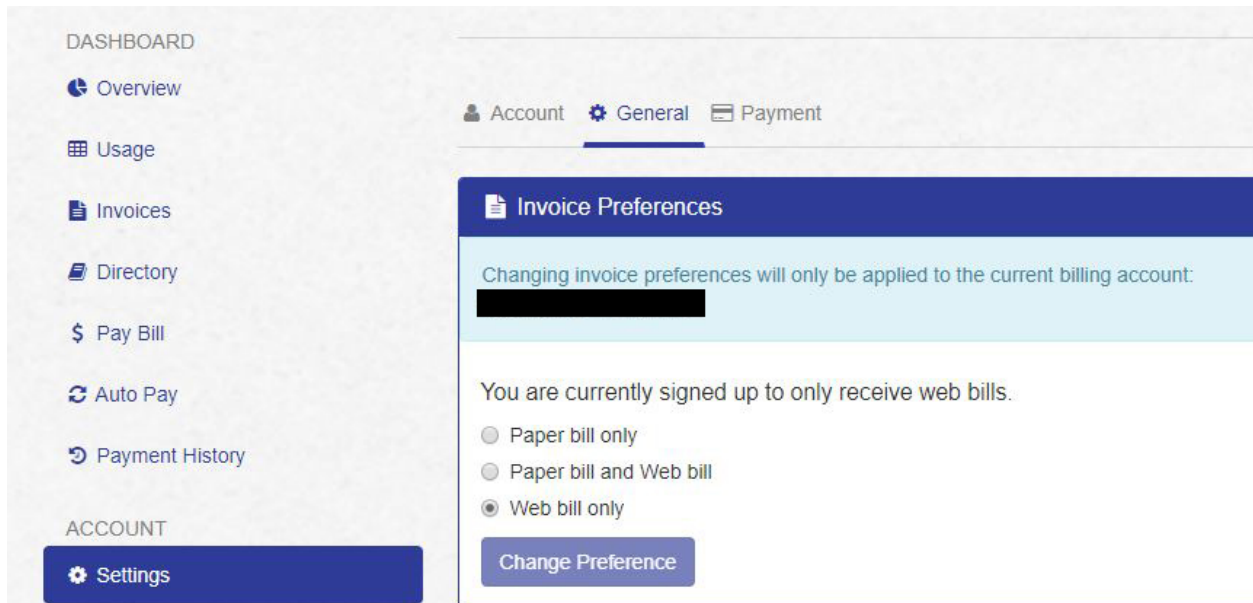
## Set Your Invoice Preference (Go Paperless)

1. From the WCTA home page ([www.wctatel.net](http://www.wctatel.net)) click on the **BillPay** link located on the left side of the screen.
2. From the Login screen, enter your username and password, and then click on **Sign In**.



The image shows a login form for WCTA. At the top is the WCTA logo. Below it is the heading "Log in to your account". There are two input fields: "Username" and "Password". Below the "Password" field is a red error message that says "Password is required". Below the input fields is a blue "Sign in" button. Underneath the button are three links: "Don't have an account? Register here →", "Forgot your password?", and "Browse the directory". At the bottom of the form is a Godaddy security badge that says "GODADDY VERIFIED & SECURED VERIFY SECURITY".

- Once logged in, select **Settings** from the left menu bar, then select **General** once you're in **Settings**.



- From the **General** screen select **Web bill only** to go paperless.

## 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

***Thank you for going paperless!***