

# FROM YOUR ONLINE ACCOUNT

01

## STEP ONE

GO TO [WWW.GTMC.NET](http://WWW.GTMC.NET) AND CLICK PAY BILL IN THE TOP RIGHT CORNER.

02

## STEP TWO

ENTER YOUR USERNAME AND PASSWORD FOR YOUR ONLINE ACCOUNT.

03

## STEP THREE

SELECTING SETTINGS ON THE LEFT HAND SIDE.

04

## STEP FOUR

SELECT GENERAL AT THE TOP UNDER MANAGE YOUR SETTINGS.

05

## STEP FIVE

SELECT WEB BILL ONLY AND HIT CHANGE PREFERENCES.

