

## STEP 1



Visit [gvtc.com/manage](http://gvtc.com/manage) and click on the **Register** button.

## STEP 2



Fill out the registration completely and click the **Submit** button.

## STEP 3



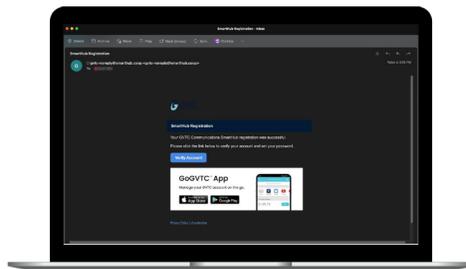
Enter the requested account information in order to verify your identity and click **Submit**. Answers must match account info exactly.

## STEP 4



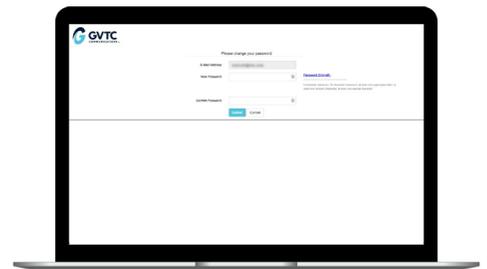
When successful, you'll get a congratulations notification like this.

## STEP 5



Check your inbox for an email that will contain a button asking you to **Verify Account**.

## STEP 6



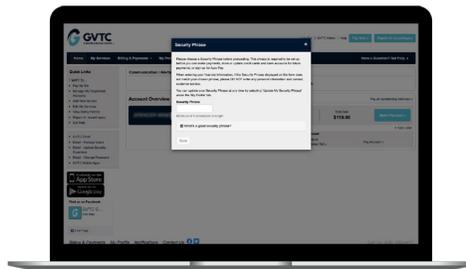
You will then be taken to a screen asking you to set your new password.

## STEP 7



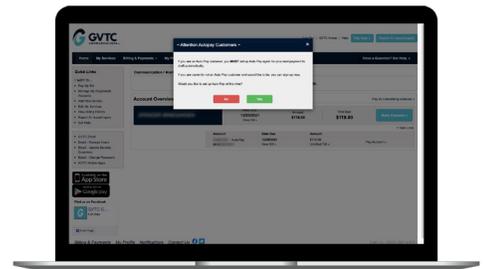
After you set your password, you'll be asked if you want to try Paperless Billing. Click **Yes** and **Submit** to activate.

## STEP 8



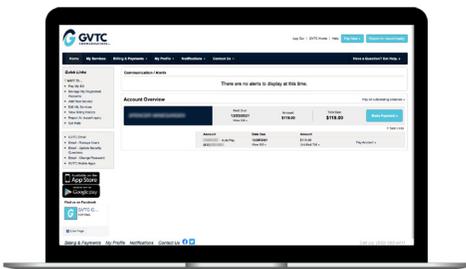
The next step will be to set your security phrase. Type in your five characters and click the **Save** button.

## STEP 9



You will then see a reminder to set up your Auto Pay again. You can select either the **Yes** or **No** button to complete your registration.

## STEP 10



Congratulations! You have successfully registered your account. Browse around and see all the ways to save time and money.