

# Quick How-To: How to Pay Utilities or Phone Bills Online

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## Who is this for?

This is for anyone wanting to learn how to pay their bills online.

## Step-by-Step Instructions

### Step 1: Go to the Utility or Phone Company Website

- Use a browser to visit the official website (like GCI, AVEC, or your local provider).
- Look for a button that says **Pay Bill**, **Log In**, or **My Account**.

### Step 2: Log In to Your Account

- Use your email and password to log in.
- If you don't have an account, look for **Create Account** or **Register** and follow the steps.

### Step 3: View Your Bill and Choose Payment Option

- Once logged in, go to **Billing**, **My Bills**, or something similar.
- Click **Pay Now** and choose how you want to pay (credit/debit card or checking account).

### Step 4: Enter Payment Info and Submit

- Type in your card or bank information carefully.
- Double-check the amount and billing date.
- Click **Submit** or **Confirm Payment**.

### Step 5: Save Your Receipt or Confirmation

- You may see a message that says **Payment Successful**.
- Write down the confirmation number or save the email receipt.

## **You Did It!**

You've learned how to pay your bills online — its convenient, quick, and safe.