



January 20, 2017

Dear Manawa Telephone Company (now Solarus) Customer,

Due to a billing conversion as we transition, you will no longer be able to pay your bill using the Smart Hub system, effective **January 25, 2017**.

Beginning on **January 30, 2017** you will have access to the Solarus eBill system for online payment. We have taken steps to ensure that you will still be able to use the same username and password that you used for Smart Hub.

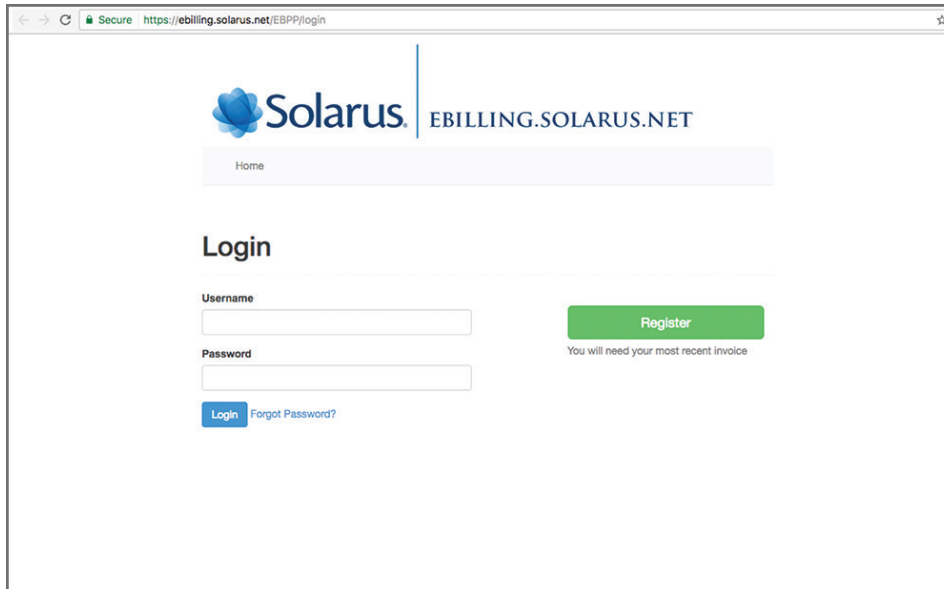
Please note that you will not be able to pay online between January 25 and January 30, 2017. If you have any concerns about this, please call 920-596-2535 or 800-872-5452.

In the following pages, we've included screen shots and basic instructions to help acclimate you to Solarus eBill system. If you have any questions about this transition, please call **920-596-2535** or **800-872-5452**.

Sincerely,
Solarus

1. LOGIN SCREEN

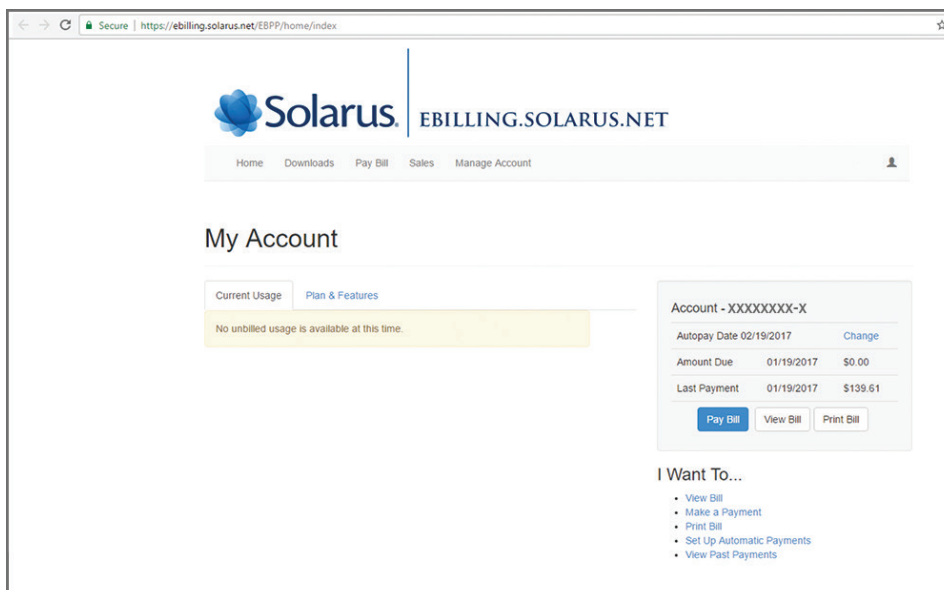
1. Go to: **https://ebilling.solarus.net/EBPP/login**
2. Enter the same Username and Password you've always used for Manawa Telephone Company's SmartHub E-Bill service.



The screenshot shows the login page for Solarus EBilling. The browser address bar displays "Secure https://ebilling.solarus.net/EBPP/login". The page features the Solarus logo and the text "EBILLING.SOLARUS.NET". Below the logo is a "Home" button. The main heading is "Login". There are two input fields: "Username" and "Password". To the right of the "Username" field is a green "Register" button with the text "You will need your most recent invoice" below it. Below the "Password" field is a blue "Login" button and a link for "Forgot Password?".

2. MAIN MENU

The main menu displays essential account information and most popular actions. You can view or print your bill, make a payment, view past payments, and set up automatic payments.



The screenshot shows the main menu for Solarus EBilling. The browser address bar displays "Secure https://ebilling.solarus.net/EBPP/home/index". The page features the Solarus logo and the text "EBILLING.SOLARUS.NET". Below the logo is a navigation bar with links for "Home", "Downloads", "Pay Bill", "Sales", and "Manage Account", along with a user profile icon. The main heading is "My Account". There are two tabs: "Current Usage" and "Plan & Features". Below the "Current Usage" tab is a yellow box with the text "No unbilled usage is available at this time." To the right is a section for "Account - XXXXXXXX-X" with the following information:

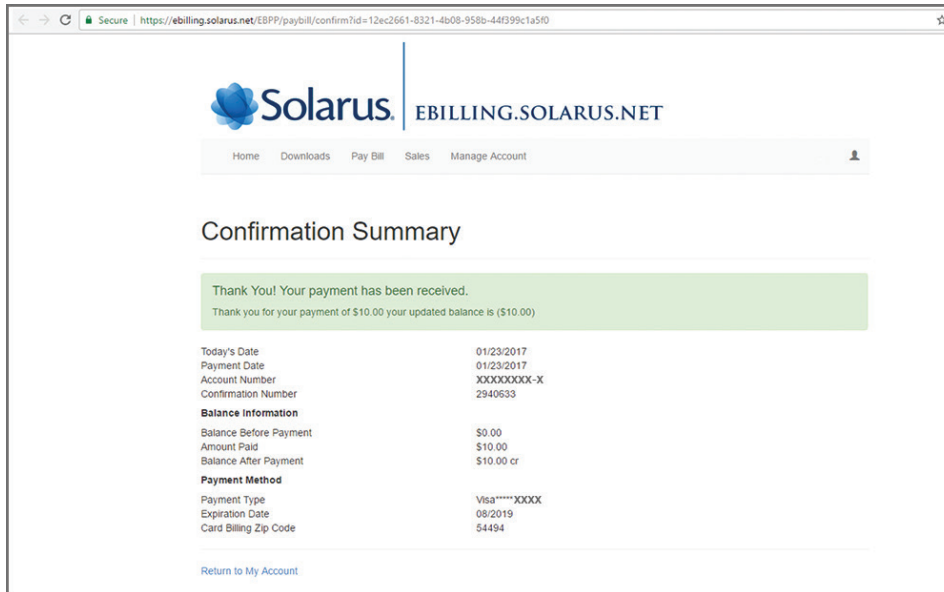
Autopay Date	02/19/2017	Change
Amount Due	01/19/2017	\$0.00
Last Payment	01/19/2017	\$139.61

Below the account information are three buttons: "Pay Bill", "View Bill", and "Print Bill". At the bottom right is a section titled "I Want To..." with a list of links:

- [View Bill](#)
- [Make a Payment](#)
- [Print Bill](#)
- [Set Up Automatic Payments](#)
- [View Past Payments](#)

3. PAYMENT CONFIRMATION SCREEN

Once you've made a payment, you will see a confirmation summary. If you feel that you have made a payment correctly, but do not receive a confirmation summary, please call **920-596-2535** or **800-872-5452**.



The screenshot shows a web browser window with the URL <https://ebilling.solarus.net/EBPP/paybill/confirm?id=12ec2661-8321-4b08-958b-44f399c1a5f0>. The page features the Solarus logo and the text "EBILLING.SOLARUS.NET". A navigation menu includes "Home", "Downloads", "Pay Bill", "Sales", and "Manage Account". The main heading is "Confirmation Summary". A green message box states: "Thank You! Your payment has been received. Thank you for your payment of \$10.00 your updated balance is (\$10.00)". Below this, a table provides payment details:

Today's Date	01/23/2017
Payment Date	01/23/2017
Account Number	XXXXXXXX-X
Confirmation Number	2940633
Balance Information	
Balance Before Payment	\$0.00
Amount Paid	\$10.00
Balance After Payment	\$10.00 cr
Payment Method	
Payment Type	Visa****XXXX
Expiration Date	08/2019
Card Billing Zip Code	54494

At the bottom, there is a link: [Return to My Account](#).