

Payment Options



Smarthub

You can pay your RTC Networks bill online using your Discover, Visa, or MasterCard or with your checking account. Once you have registered with SmartHub, you will receive an email notification each month when your RTC Networks bill is ready. It's an easy and convenient way to pay your bill.

To sign up for SmartHub:

- Go to www.RTC.coop.
- Click on "Pay Bill" at the top of the page.
- Click "Sign up to access our Self Service site."
- Fill out the New User Registration, and click submit.



Now you can manage your RTC Networks account anywhere, anytime using your mobile device! Simply look for "SmartHub" in your device app store and download.

Auto Pay

Use SmartHub to set up your account for Auto Pay using credit/debit card or checking account. Payments will be automatically taken out of your account on the 15th of each month or the first business day thereafter.

To sign up for Auto Pay online:

- Log in to SmartHub
- Under Billing and Payments, click on Auto Pay Program
- Click on Sign up for Auto Pay under Actions on the right hand side of the page
- Set up Auto Pay using your Credit/Debit Card or your Checking Account
- Fill out information and click submit
- To stop a scheduled Auto Pay, it must be done no less than 3 business days prior to the 15th.

By Phone

To pay your RTC Networks bill by phone please call 844.829.1960 or 701.862.3115 and press option #1

Mail

Please mail your payment to:
RTC Networks
PO Box 68
Parshall, ND 58770

Pay In-Person

To pay your RTC Networks bills in person during business hours, visit one of our three offices. *(Hours may vary)*

Parshall

24 Main Street N
Parshall, ND 58770
Monday-Friday
8am-4:30pm

New Town

202 College Drive
New Town, ND 58763
Monday-Friday
8am-12pm, 12:30pm-4:30pm

Stanley

215 Main Street South
Stanley, ND 58784
Monday-Friday
8am-11:30am, 12pm-4:30pm

Watford City

701 14th Street SW
Watford City, ND 58854
Monday-Friday
8am-12:30pm, 1pm-4:30pm

Bank Authorization

- Checking Account (you MUST attach a voided check)
- Savings Account (you MUST attach a deposit slip)

Name (as it appears on your RTC Networks account) _____

Name of Financial Institution _____

Telephone Number _____

Routing Number _____

RTC Networks Account Number _____

Bank Account Number _____

Signature: _____

Date: _____

(Signature must match name on account)

I hereby authorize the financial institution above to pay my monthly RTC Networks service bill by charging my account for each payment. I agree that each payment shall be the same as if it were an instrument personally signed by me. This authority is in effect until revoked by me in writing or by email, no less than 3 business days prior to the date of the recurring payment. In addition, I have the right to stop payment of a charge by timely notification to RTC Networks no less than 3 business days prior to the date of the recurring payment. If I close or change my account, I will notify RTC Networks. I understand, however, that both the financial institution and RTC Networks reserve the right to terminate this payment plan, or my participation therein.

**About two months after you sign up, you'll receive a notice on your RTC Networks statement that says, "Pay by Bank- Do Not Pay." Until you see that statement, continue to pay your bill using your current method. Payments will be deducted the 15th of each month or the first business day thereafter.*