eBill – Quickguide

eBill

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Activate eBill in e-/m-banking

You have not yet registered for eBill? Here's how to do it:





Log into e-/m-banking and in the menu click on "eBill".

Select your **e-mail addres**s you want to use for eBill and click the "**Register**" button. You will now receive an activation code by e-mail.



Enter the **activation code** from the e-mail in the dialog window and click the **"Confirm**" button.



Select the **address** you want to use for eBill and click on "Confirm".

Mario Billetto mario.billetto⊜bills.ch
Invoices
Simplify the addition of invoice issuers (New updated version) Allow invoice issuers to find you via the following e-mail address and send you invoices via eBill: mario.billetto@bills.ch More To activation
Batch approval

This takes you to the eBill portal and you can register for eBill with your invoice issuers.

Add invoice issuer

To receive invoices from your invoice issuer as eBill, please proceed as follows:



← Back Mario Bilietto A mario bilietto A Add invoice issuer Search Explore Search Explore Beliophon GER + Add OreCommunication + Add *Click on invoice issuer* on the eBill portal and then click the *"Add"* button.

Search for your desired **invoice issuer** and click the "Add" button.



Check the data with which you want to register with the invoice issuer. Click on **"Go to form**" to be redirected to the registration form.

EDIII		
-	Registration	at Bellophon Comm. (Switzerland) SA
(B)	For your registration,	the following information is transmitted:
Bellophon Comm. (Switzerland) SA Untere Katzenstrasse 23	Name / address	Mario Billetto Hardturmstrasse 201 8005 Zürich
	Participant N°	41010439003455621
	Additional information	n (* mandatory fields)
	Customer no. *	
	E-mail *	

Complete the registration form and confirm this by clicking the **"Register"** button.

You will now receive all future invoices from the selected company in eBill.

Note: Not every invoice issuer requires a registration form to be completed.



Click on "Subscribe" to start receiving eBill invoices from the selected company.

Add invoice issuers automatically

If you would like invoice issuers from whom you receive or will receive invoices in the future to be automatically added to eBill, follow these steps:





In the menu item "**Invoice receipt**" you can select your preferred option for receiving the invoice. Click the "**Save**" button in order to save the setting.

Overview registrations

To get an overview of your registrations, proceed as follows:





Under "**Invoice issuer**" you can check which invoice issuers you have already registered with.

To exclude certain invoice issuers from the "Add invoice issuers automatically" function, you can block them by clicking the on the bottom "Block more invoice issuers" and selecting the desired invoice issuer. The invoice issuer will then no longer be able to deliver any eBill invoices to you.

Approve invoice

To approve an invoice, proceed as follows:

PNS Bank Invoices Invoice issuer Standing approvals	Marie Billetto A marie billetto@bills.ch A Completed Batich approvial Invoice issuer Amount Date Sort 1 Electricity or 400.20 Due by 29 May 2021 D Bill More Approve	Select the desired invoice in the eBill portal under " Invo > Outstanding ", check it and release it for payment by a ing the " Approve " button.
PNS Bank Invoices Invoice issuer Standing approvals	Marie Billetto A Invoices Outstanding Completed Batch approval Imvoice issuer Amount ~ Date + Sort + Invoice issuer Amount ~ Date + Sort + Sort + Cose Electricity our 400.20 Due by 29 May 2021 Outstanding Cose Account Execution date Amount in CHF Lohnkonto 31.05.2021 Imount in CHF 400.20 400.20 400.20 Cose Invoice issuer The execution date has been moved to the next available date. Approve Approve	You can now double-check the details and change the necessary. Click the "Approve " button to release the inv for payment.
PNS Bank Notices Trivoice issuer	Mario Billetto mario billetto Polisch & Outstanding Completed May 2021	The released invoice will be moved to the folder " Complet You can, however, make changes directly in e-/m-ban under pending payments until the payment has been fin executed.

Make changes to an approval

🗅 Bill

Once you have approved an invoice for payment on the eBill portal you cannot make any further adjustments. You can, however, make changes directly in e-/m-banking under pending payments until the payment has been finally executed (see chapter "Approve invoice").

More >

Reject invoice

To reject an invoice, please proceed as follows:

PNS Bank		Mario Billetto mario.billetto@bills.ch
Invoices	Invoices	
Involce issuer 7 Standing approvals	Outstanding Completed	
	Batch approval	
	Electricity Due by 29 May 2021	CHF 400.20
	Reject invoice Inform the invoice issuer that you will reject you have already settled it using another pu undo the rejection of an invoice. Reject	t this eBill invoice, e.g. because ayment method. You cannot

On the eBill portal, click on "**More** >" for the invoice you wish to reject, then select the option "**Reject**".

Once an invoice is rejected, it will be moved from "**Outstand**ing" to "**Completed**".

Set up standing approval

With the standing approval you automate the release of your invoices. To set up a standing approval, take the following steps:

PNS Bank		Mario Billetto mario.billetto@bills.ch
Invoices	Invoices	
] Invoice issuer 9 Standing approvals	Outstanding Completed	
	Batch approval	-0- -0-
	Electricity Due by 29 May 2021	сня 400.20 More > Арргоve
	Standing approval Create a standing approval automatically approved in Set upa standing approval	to have involces from Elektrizitätswerk he future.

Click on "**More** >" for the invoice you wish to set up a standing approval, then select the option "**Standing approval**".

🛏 Back	Mario Billetto mario.billetto@bills.ch	
Invoices Invoice issuer Standing approvals	Standing approvals With a standing approval. Invoices are approved automatically. You can specify the criteria for standing approvals for each invoice issuer. <u>More information co</u>	
	Electricity	
	Account	
	with an upper limit of CHF S00.00 per month o to one invoice with an exact amount of CHF	
	^ More settings	
	Execution	
	on due date	
	On 1 of the month	
	Starting	
	Now On 12.05.2021 [#]	
	То	
	cancelled On <u>31.12.2021</u>	
	Create	

Next, define the rules for the standing approval and confirm hese by clicking the **"Create"** button.

Mario Billetto A mario.billetto@bills.ch ← Back Standing approvals A Invoices Invoice issuer With a standing approval, invoices are approved automatically. You can specify the criteria for standing approvals for each invoice issuer. <u>More information</u> □ Ŷ Electricity Account Lohnkonto Limited with an upper limit of CHF 100.00 per month -🔿 to one invoice with an exact amount of CHF More settings Execution on due date O at the end of the month O On 1 of the month Starting Now On 12.05.2021 То cancelled On 31.12.2021 Save Delete

With a click on "**Standing approvals**" you can change automatic approvals at any time and "**save**" or "**delete**" them.

Set up payment in instalments

If an invoice issuer offers you the option of paying your invoice in instalments, you will receive a reference to it on the eBill portal. To select the payment method, proceed as follows:

PNS Bank		Mario Billetto mario.billetto@bills.ch
Invoices Invoice issuer	Invoices	
🚀 Standing approvals	Outstanding Completed	
	Batch approval	-
	Bellophon Communication (Suisse) AG Payment in instalments possible Due by 11 june 20 D Bill	cHr 240.0

Click on «More >». After that you can select one from several
instalment option.

An instalment group contains one or more instalments. Select an **instalment group**, then click the **"Save**" button.



PNS Bank		Mario Billetto mario.billetto@bills.ch
Invoices	Invoices	
Invoice issuer Standing approvals	Outstanding Completed	
	Batch approval	
	Bellophon Communication (Suisse) AG	сня 120.00
	🗅 Bill	Approve
	Bellophon Communication (Suisse) AG 2nd Instelment Due by 11 July 2021	сня 120.00
	Выш	Approve

The invoice overview now shows you all instalments belonging to the selected instalment group as normal individual invoices.

You can now *approve* each instalment individually.

eBill sharing

If you want to manage invoices together with other eBill users you trust, proceed as follows:

PNS Bank		Mario Bi to A mario.billetto@b .ch A
		☑ E-mail settings
A Invoices	Invoices	☐ Invoice address
Invoice issuer Standing approvals	· · · · · · · · · · · · · · · · · · ·	교 Invoice receipt
	Outstanding Completed	😪 Sharing
		× Exit eBill
	Batch approval	

Click the icon $\stackrel{Q}{\sim}$ in the upper right corner. Click now on "Sharing" in the menu selection in order to set up eBill Sharing.

Mario Billetto mario.billetto@bills.ch
Sharing Access rights granted Allow other people access to your eBill user account. <u>More information C3</u> Legal notice ~
You have not granted anyone access to your eBill user account. My access rights The following persons have granted you access to their eBill user account. More information C You do not have access rights to other eBill user accounts.



← Back	Mario Billetto mario.billetto@bills.ch	
Settings	Sharing Access rights granted Sharing invitation sent to maxmustermann001@ebill.ch Allow other people access to your eBill user account. More information c3 Legal notice ~	
 ☐ Invoice address 止 Invoice receipt ∽ Sharing 		
	A maxmustermann001@ebill.ch	

In the Sharing overview you can see both the access rights granted to you and those you are granting to others. To grant a new Sharing right, click the "Grant access" button. After entering the e-mail address of the sharing partner and after confirming the legal disclaimer, the authorized person is informed via e-mail about the new Sharing invitation.

Note: The person to be authorized can either accept or decline the invitation in the Sharing overview. The invitation will expire if the person doesn't respond to it within 30 days.

After acceptance, the authorized person can approve or reject invoices from you and register or deregister you with invoice issuers.

After accepting your Sharing invitation, the authorized person, in turn, may invite you to share his or her eBill user account.

Any access rights can be deleted at any time. To do this, just click the **paper bucket** symbol.

Change eBill settings

Click the icon $\frac{P}{P}$ in the upper right corner to make changes to your user settings.

← Back	mario lieto mario.billetto	
Settings	E-mail settings	
E-mail settings		
Invoice address	Your e-mail address is used for identification purposes. It can also be used for notifications about events.	
Invoice receipt		
≪ Sharing	E-mail address	
	mario.billetto@bills.ch	
	E-mail notification	
	Would you like to be notified when you receive new invoices?	
	Notifications with invoice details	
	O Notifications without invoice details	
	O No notification	
	Preview	
	Dear Mario Billetto,	
	You have received a new invoice.	
	Bellophon Comm. (Switzerland) Ltd	
	CHF 50.00	
	Due 25.05.2021	
	Please process the invoice directly in your online banking.	
	Kind regards,	
	SIX	

Under "**E-mail settings**" you can change your e-mail address and activate eBill notifications.

Contact

Please contact your bank directly if you have any questions about eBill in e-/m-banking More information on eBill can be found **www.eBill.ch**.