

# *eBill – Quickguide*

***eBill***

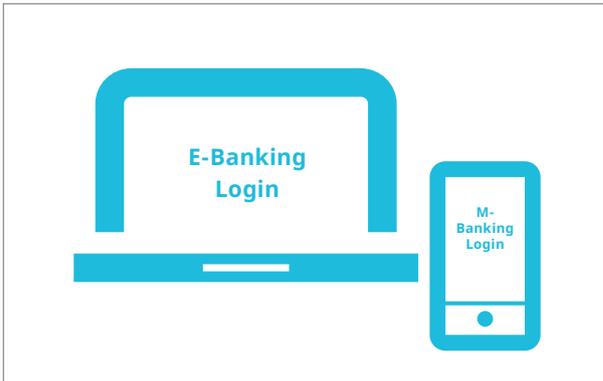


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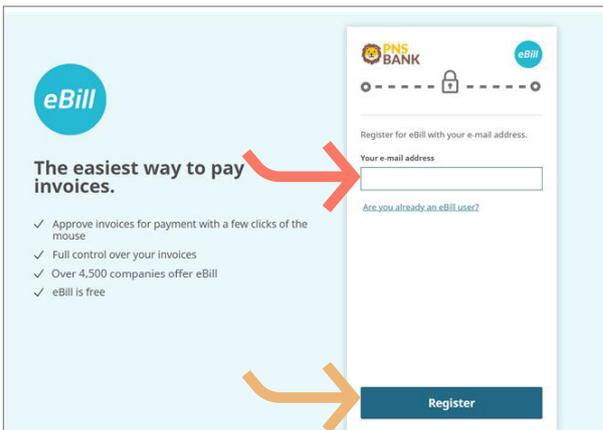
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## Activate eBill in e-/m-banking

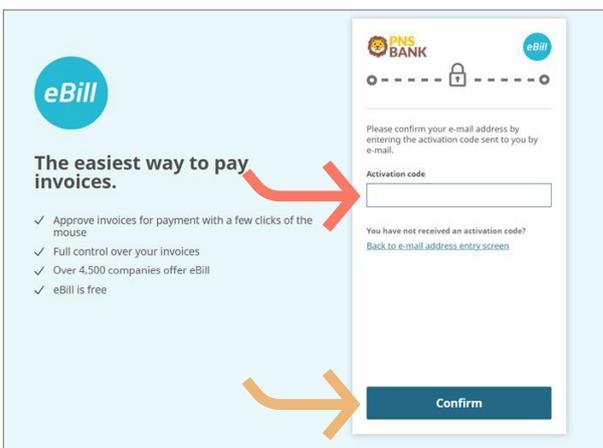
You have not yet registered for eBill? Here's how to do it:



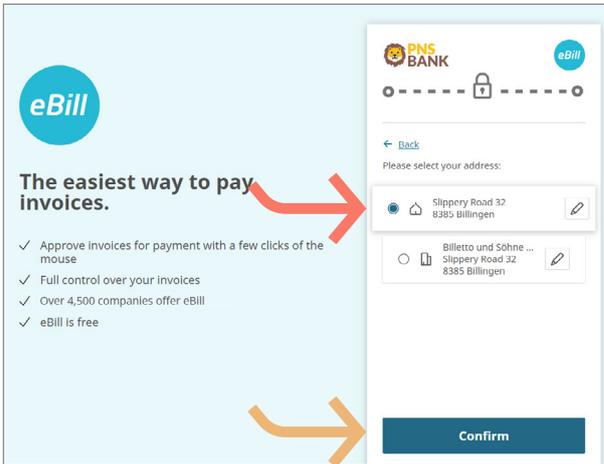
Log into e-/m-banking and in the menu click on "eBill".



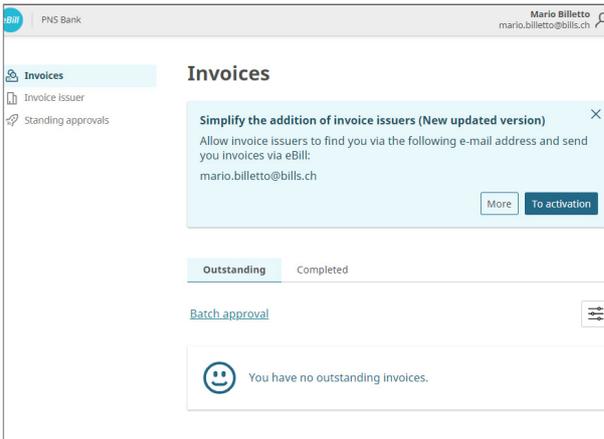
Select your **e-mail address** you want to use for eBill and click the "Register" button. You will now receive an activation code by e-mail.



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



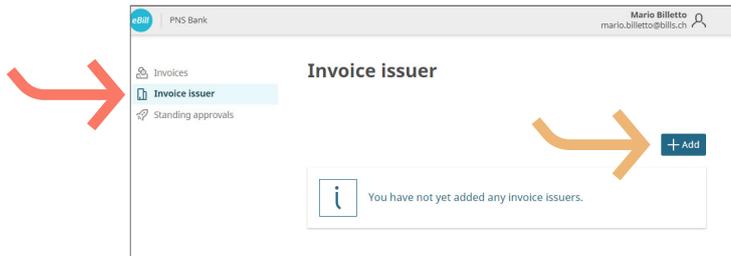
Select the **address** you want to use for eBill and click on **"Confirm"**.



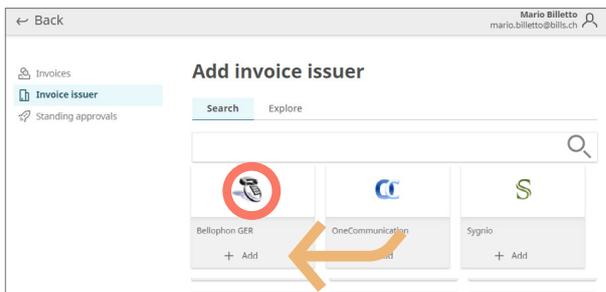
This takes you to the eBill portal and you can register for eBill with your invoice issuers.

## Add invoice issuer

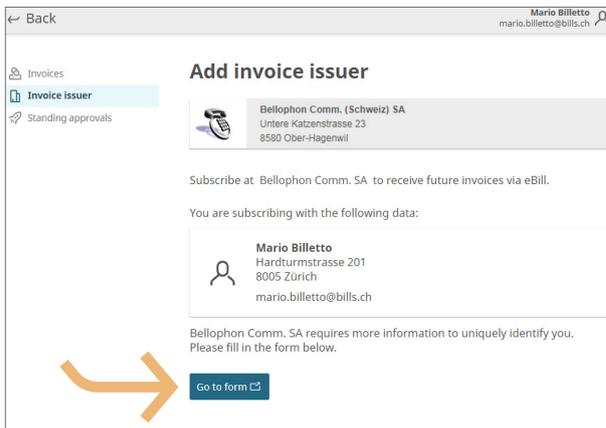
To receive invoices from your invoice issuer as eBill, please proceed as follows:



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.



**Registration at Bellophon Comm. (Switzerland) SA**

For your registration, the following information is transmitted:

<b>Bellophon Comm. (Switzerland) SA</b> Untere Katzenstrasse 23 8580 Ober-Hagenwil	Name / address <b>Mario Biletto</b> Hardturmstrasse 201 8005 Zürich
	Participant N° <b>41010439003455621</b>

Additional information (\* mandatory fields)

Customer no. \*

E-mail \*

**Register**



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.

← Back Mario Biletto  
mario.biletto@bills.ch

Invoices  
**Invoice issuer**  
Standing approvals

**Add invoice issuer**

**Sygnio**  
Oberer Vogelweg 13  
8580 Unter-Hagenwil

 +41 1000

Subscribe at Sygnio to receive future invoices via eBill.

You are subscribing with the following data:

 **Mario Biletto**  
Hardturmstrasse 201  
8005 Zürich  
mario.biletto@bills.ch

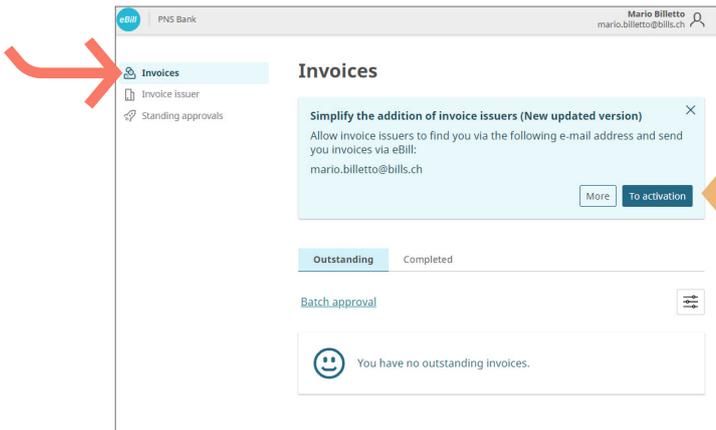
**Subscribe**



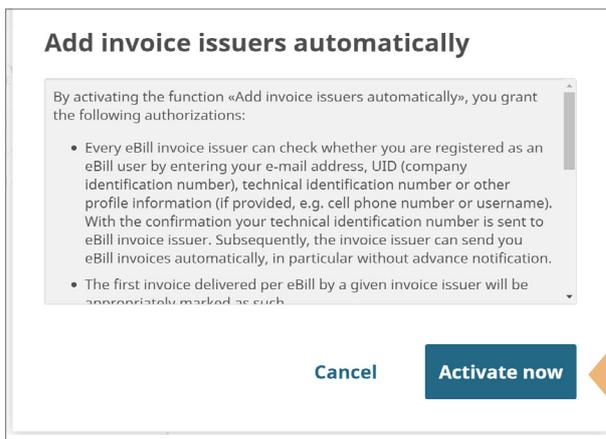
Click on **“Subscribe”** to start receiving eBill invoices from the selected company.

## Add invoice issuers automatically

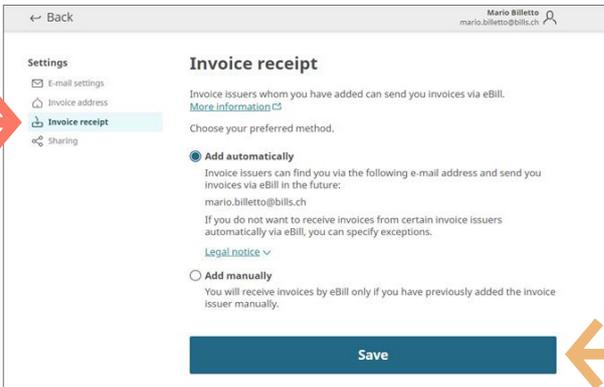
If you would like invoice issuers from whom you receive or will receive invoices in the future to be automatically added to eBill, follow these steps:



For simplified invoice receipt, click the **“To activation”** button under **“Invoices”**.



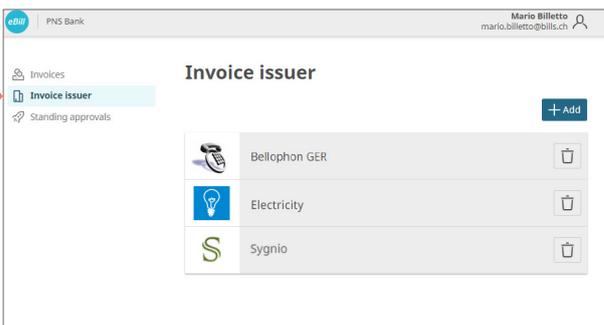
After activating the function **“Add invoice issuers automatically”**, a legal disclaimer must be confirmed. You can then receive eBill invoices without prior registration with an invoice issuer.



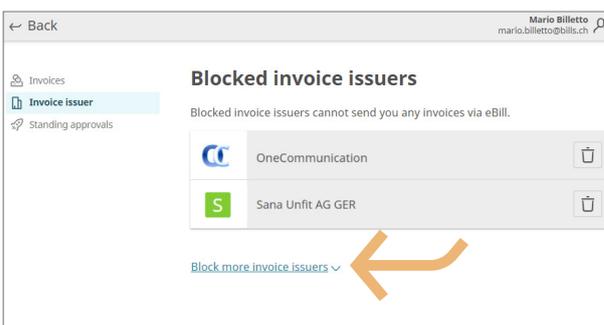
In the menu item **"Invoice receipt"** you can select your preferred option for receiving the invoice. Click the **"Save"** button in order to save the setting.

## Overview registrations

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



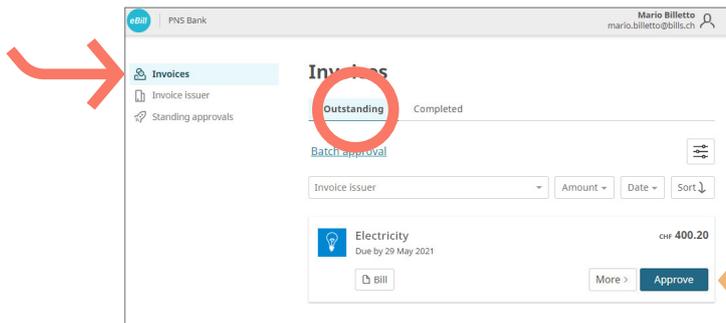
Under **"Invoice issuer"** you can check which invoice issuers you have already registered with.



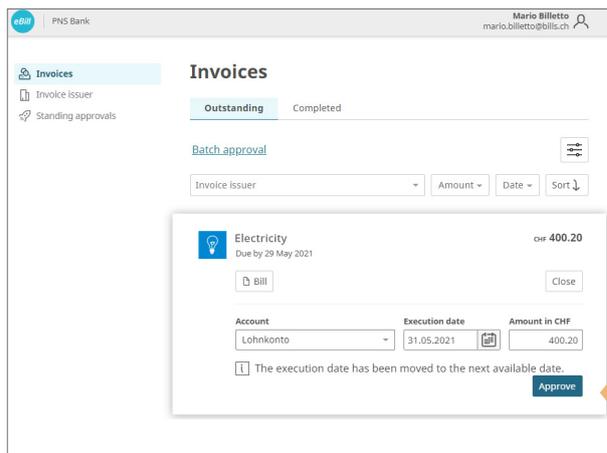
To exclude certain invoice issuers from the **"Add invoice issuers automatically"** function, you can block them by clicking on the bottom **"Block more invoice issuers"** and selecting the desired invoice issuer. The invoice issuer will then no longer be able to deliver any eBill invoices to you.

## Approve invoice

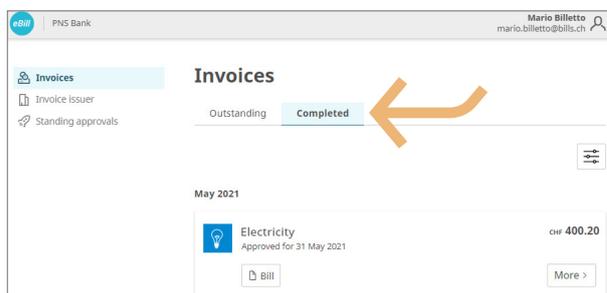
To approve an invoice, proceed as follows:



Select the desired invoice in the eBill portal under **"Invoices > Outstanding"**, check it and release it for payment by clicking the **"Approve"** button.



You can now double-check the details and change them if necessary. Click the **"Approve"** button to release the invoice for payment.



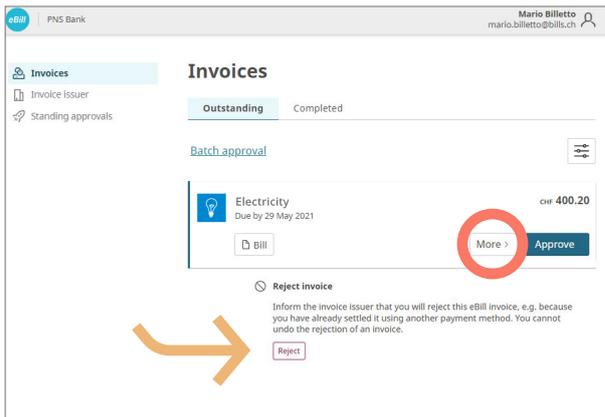
The released invoice will be moved to the folder **"Completed"**. You can, however, make changes directly in e-/m-banking under pending payments until the payment has been finally executed.

## Make changes to an approval

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").

## Reject invoice

To reject an invoice, please proceed as follows:

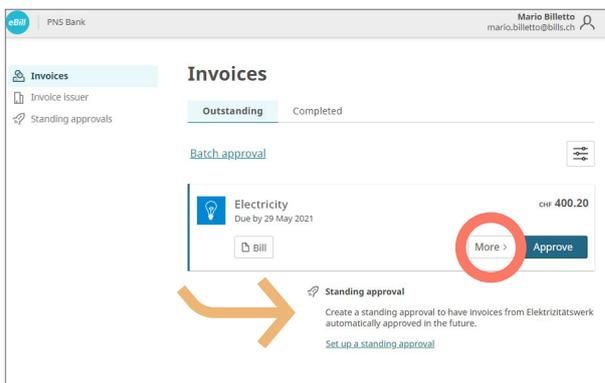


On the eBill portal, click on **"More >"** for the invoice you wish to reject, then select the option **"Reject"**.

Once an invoice is rejected, it will be moved from **"Outstanding"** 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:



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

← Back Mario Billeto  
mario.billeto@bills.ch

**Standing approvals**

With a standing approval, invoices are approved automatically. You can specify the criteria for standing approvals for each invoice issuer. [More information](#)

Electricity

**Account**  
Lohnkonto

**Limited**

with an upper limit of CHF  
 per month

to one invoice with an exact amount of CHF

More settings

**Execution**

on due date  
 at the end of the month  
 On  of the month

**Starting**

Now  
 On

**To**

cancelled  
 On

**Create**

Next, define the rules for the standing approval and confirm these by clicking the **“Create”** button.



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mario.billeto@bills.ch

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With a standing approval, invoices are approved automatically. You can specify the criteria for standing approvals for each invoice issuer. [More information](#)

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More settings

**Execution**

on due date  
 at the end of the month  
 On  of the month

**Starting**

Now  
 On

**To**

cancelled  
 On

**Save**

**Delete**

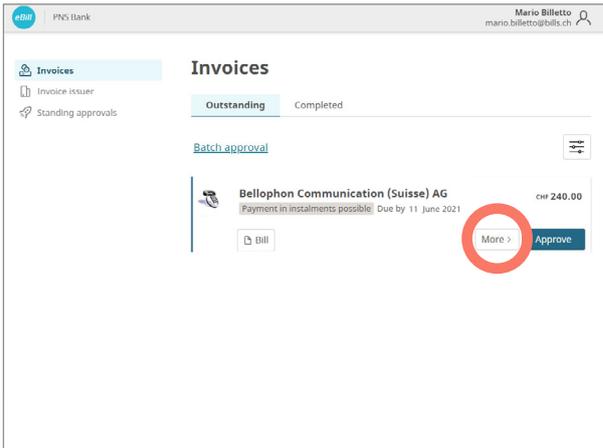


With a click on **“Standing approvals”** you can change automatic approvals at any time and **“save”** or **“delete”** them.

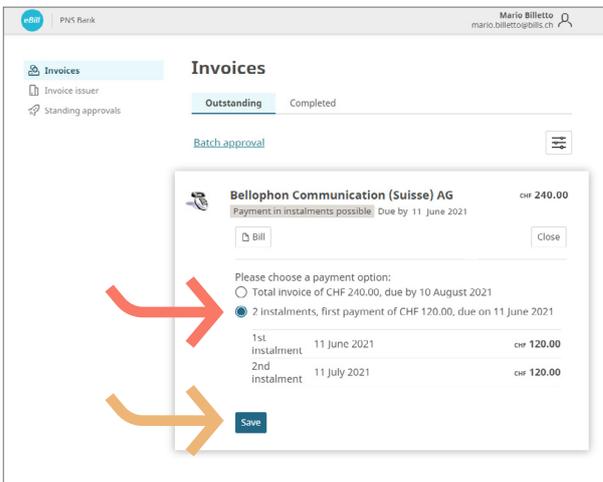


## Set up payment in instalments

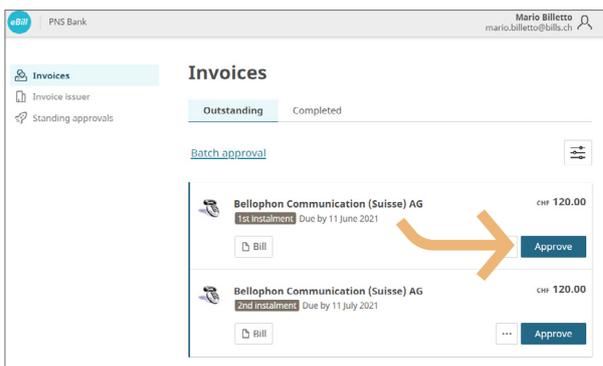
If an invoice issuer offers you the option of paying your invoice in instalments, you will receive a reference to it on the eBill portal. To select the payment method, proceed as follows:



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.

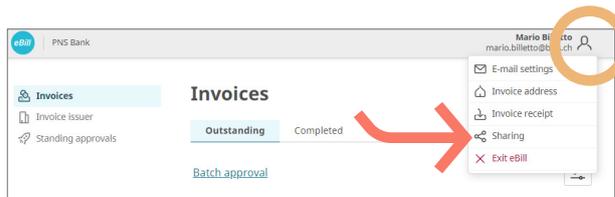


The invoice overview now shows you all instalments belonging to the selected instalment group as normal individual invoices.

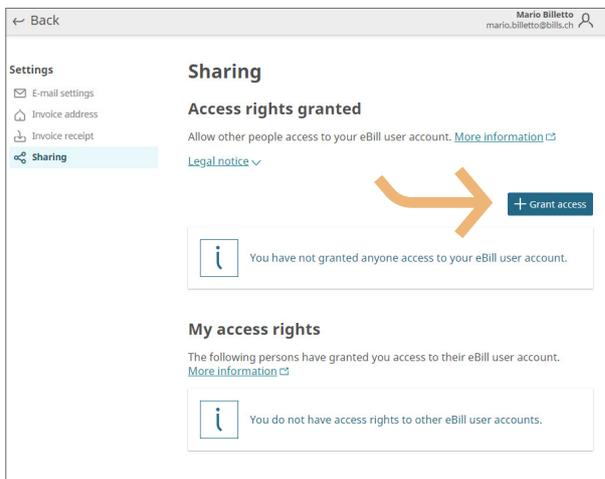
You can now **approve** each instalment individually.

## eBill sharing

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



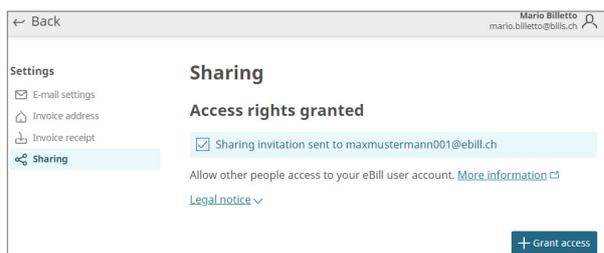
Click the icon  in the upper right corner. Click now on **“Sharing”** in the menu selection in order to set up eBill Sharing.



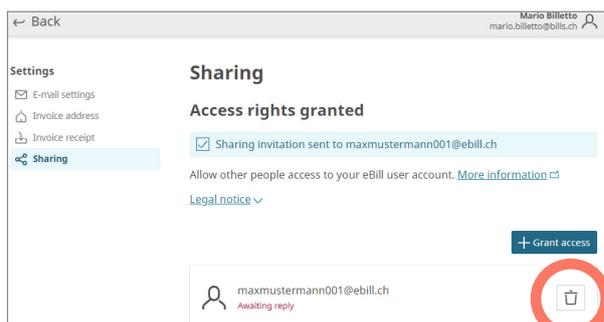
In the Sharing overview you can see both the access rights granted to you and those you are granting to others. To grant a new Sharing right, click the **“Grant access”** button. After entering the e-mail address of the sharing partner and after confirming the legal disclaimer, the authorized person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



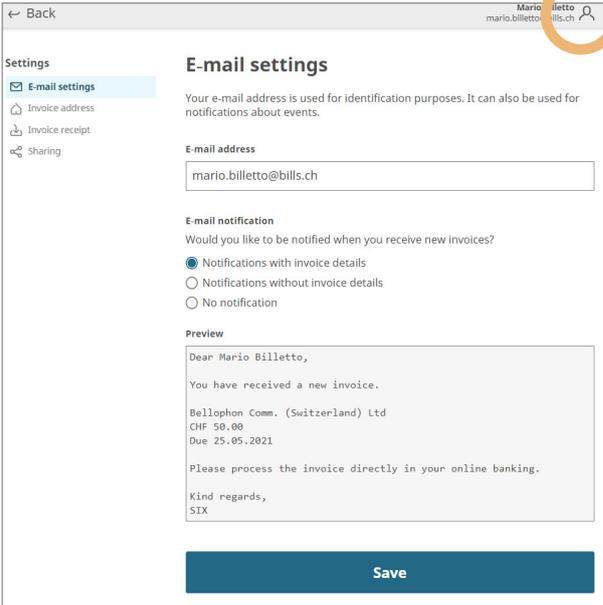
After accepting your Sharing invitation, the authorized person, in turn, may invite you to share his or her eBill user account.



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

## Change eBill settings

Click the icon  in the upper right corner to make changes to your user settings.



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Mario Billetto mario.billetto@bills.ch

Settings

- E-mail settings**
- Invoice address
- Invoice receipt
- Sharing

### E-mail settings

Your e-mail address is used for identification purposes. It can also be used for notifications about events.

**E-mail address**

**E-mail notification**

Would you like to be notified when you receive new invoices?

Notifications with invoice details

Notifications without invoice details

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

Save

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](http://www.eBill.ch).