

eBill – Quickguide



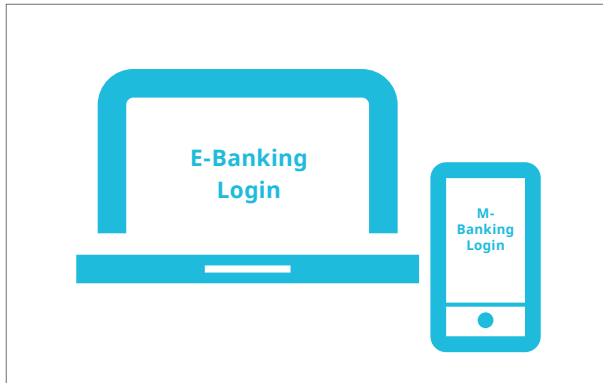
eBill

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Activate eBill in e-/m-banking

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



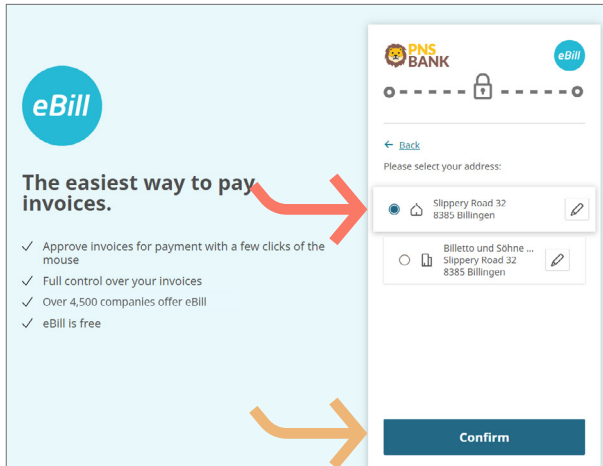
Log into e-/m-banking and in the menu click on **"eBill"**.

A screenshot of the eBill registration interface. On the left, a blue sidebar contains the 'eBill' logo and the text 'The easiest way to pay invoices.' followed by a list of benefits: 'Approve invoices for payment with a few clicks of the mouse', 'Full control over your invoices', 'Over 4,500 companies offer eBill', and 'eBill is free'. On the right, a white registration form is shown. It includes the 'PNS BANK' logo, a lock icon, and the text 'Register for eBill with your e-mail address.' Below this is a text input field for 'Your e-mail address' and a link 'Are you already an eBill user?'. At the bottom of the form is a blue 'Register' button. A red arrow points from the sidebar to the email input field, and an orange arrow points from the sidebar to the 'Register' button.

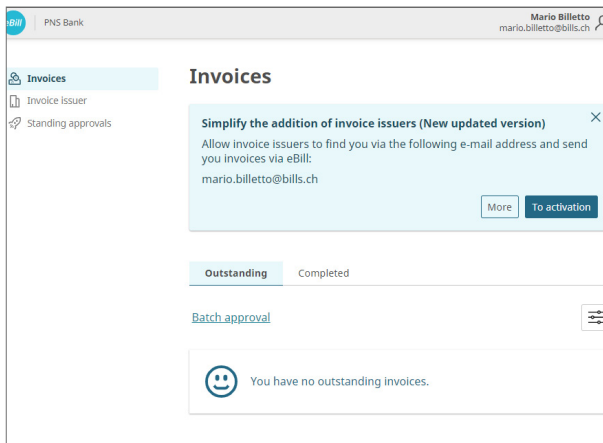
Select your **e-mail address** you want to use for eBill and click the **"Register"** button. You will now receive an activation code by e-mail.

A screenshot of the eBill confirmation interface. The left sidebar is identical to the previous screen. The right-hand form is for confirmation. It features the 'PNS BANK' logo, a lock icon, and the text 'Please confirm your e-mail address by entering the activation code sent to you by e-mail.' Below this is a text input field for the 'Activation code'. A link 'You have not received an activation code? Back to e-mail address entry screen' is provided. At the bottom is a blue 'Confirm' button. A red arrow points from the sidebar to the activation code input field, and an orange arrow points from the sidebar to the 'Confirm' button.

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



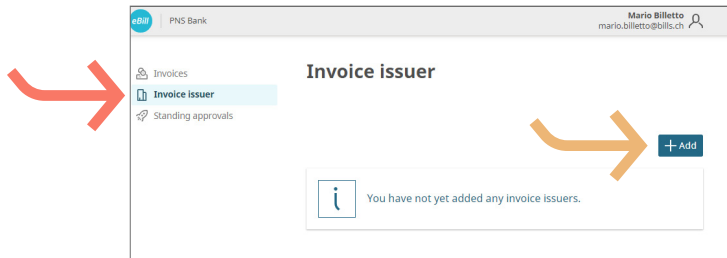
Select the **address** you want to use for eBill and click on **"Confirm"**.



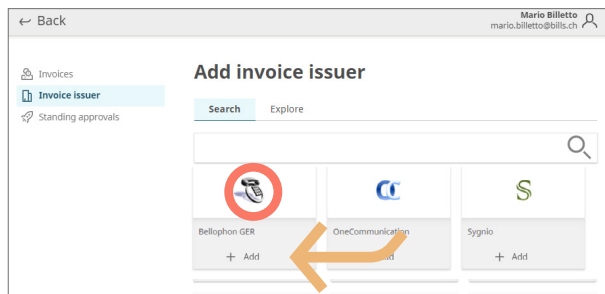
This takes you to the eBill portal and you can register for eBill with your invoice issuers.

Add invoice issuer

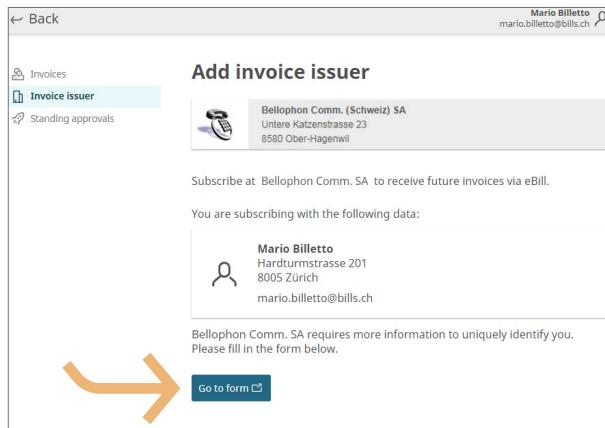
To receive invoices from your invoice issuer as eBill, please proceed as follows:




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:

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

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:



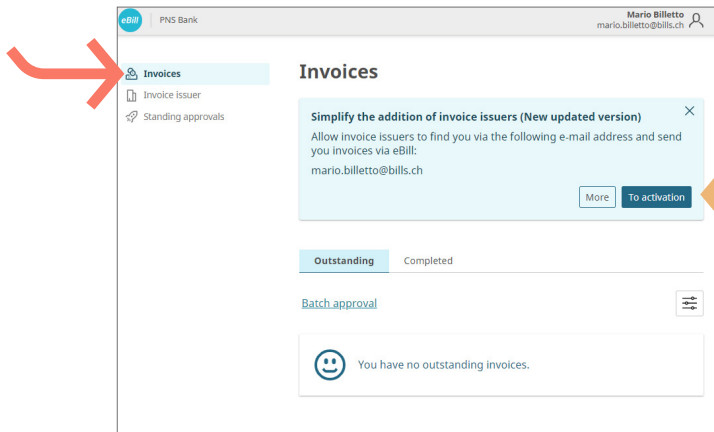
Mario Biletto
Hardturmstrasse 201
8005 Zürich
mario.biletto@bills.ch

Subscribe

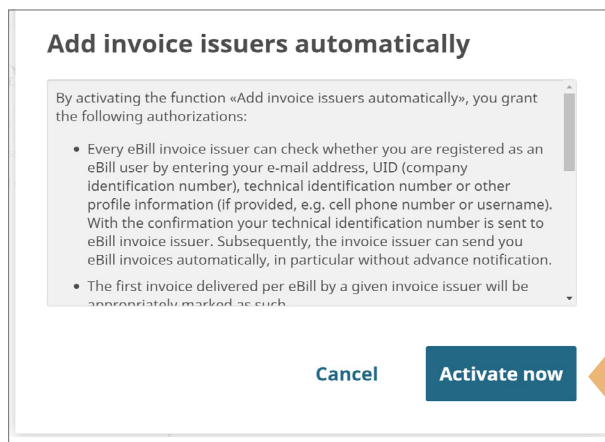
Click on **"Subscribe"** to start receiving eBill invoices from the selected company.

Add invoice issuers automatically

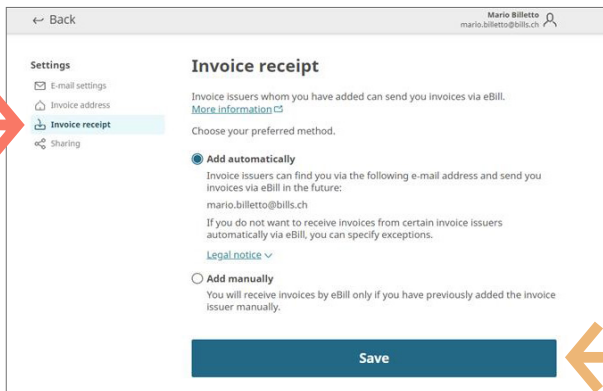
If you would like invoice issuers from whom you receive or will receive invoices in the future to be automatically added to eBill, follow these steps:



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



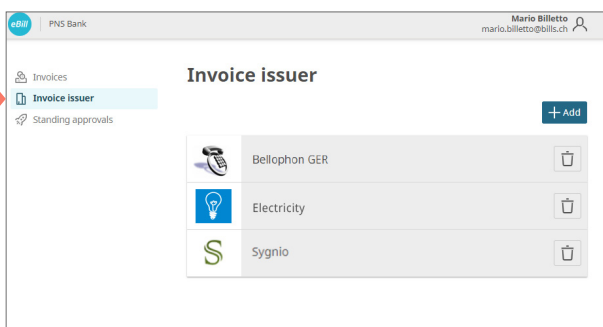
After activating the function **"Add invoice issuers automatically"**, a legal disclaimer must be confirmed. You can then receive eBill invoices without prior registration with an invoice issuer.



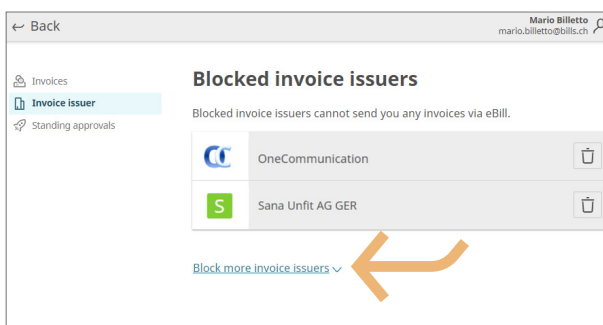
In the menu item **"Invoice receipt"** you can select your preferred option for receiving the invoice. Click the **"Save"** button in order to save the setting.

Overview registrations

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



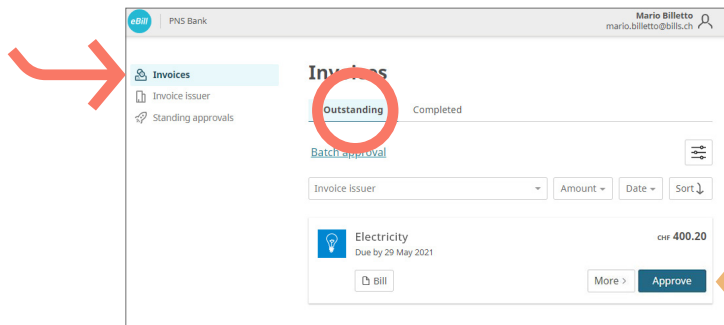
Under **"Invoice issuer"** you can check which invoice issuers you have already registered with.



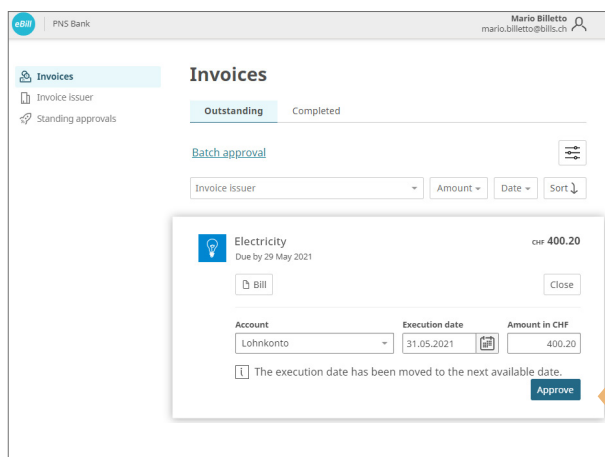
To exclude certain invoice issuers from the **"Add invoice issuers automatically"** function, you can block them by clicking on the bottom **"Block more invoice issuers"** and selecting the desired invoice issuer. The invoice issuer will then no longer be able to deliver any eBill invoices to you.

Approve invoice

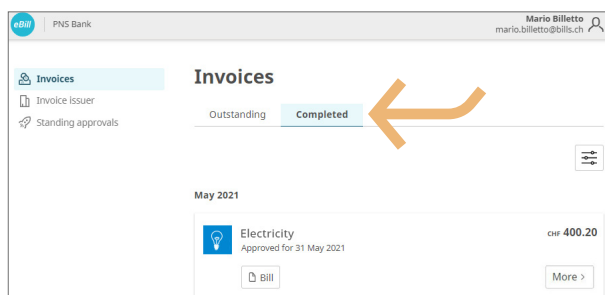
To approve an invoice, proceed as follows:



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.



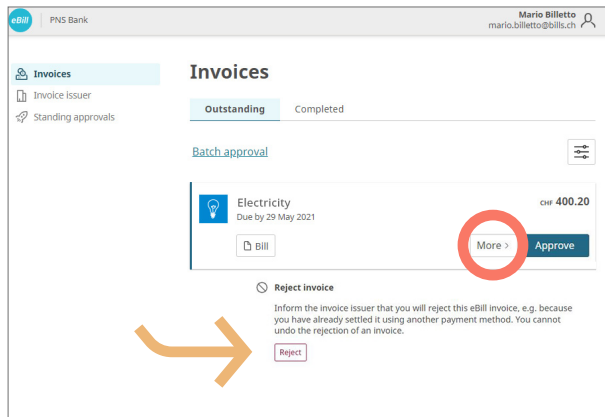
The released invoice will be moved to the folder **"Completed"**. You can, however, make changes directly in e-/m-banking under pending payments until the payment has been finally executed.

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:

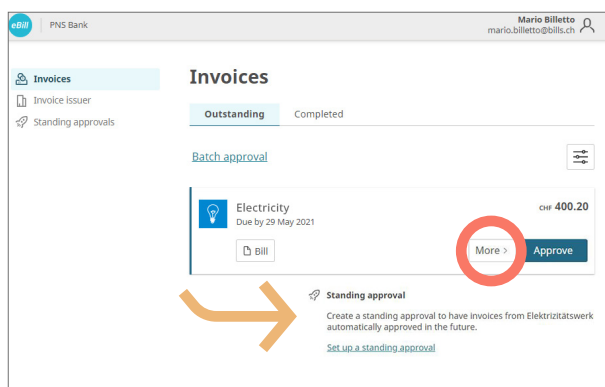


On the eBill portal, click on **"More >"** for the invoice you wish to reject, then select the option **"Reject"**.

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"**.

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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. [More information](#)

 Electricity

Account
Lohnkonto

Limited

☒ with an upper limit of CHF
500.00 per month

☐ to one invoice with an exact amount of CHF

More settings

Execution

☒ on due date
☐ at the end of the month
☐ On 1 of the month

Starting

☒ Now
☐ On 12.05.2021

To

☒ cancelled
☐ On 31.12.2021

Create


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

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Invoices
Invoice issuer
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Standing approvals

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 Electricity

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☒ on due date
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☒ Now
☐ On 12.05.2021

To

☒ cancelled
☐ On 31.12.2021

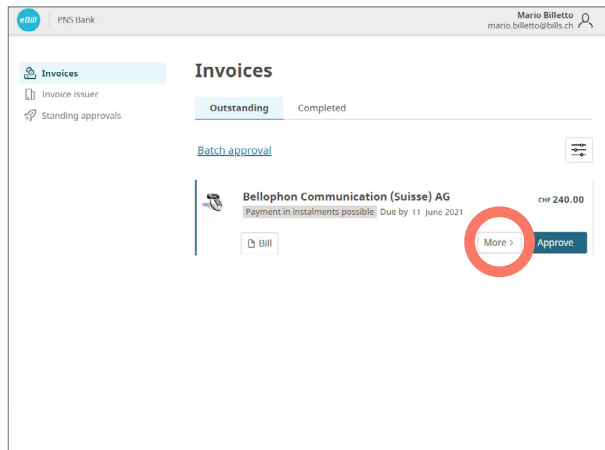
Save

Delete

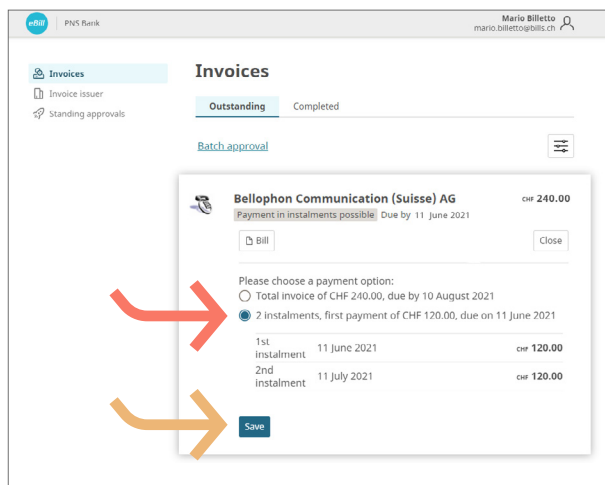
With a click on **Standing approvals** you can change automatic approvals at any time and **save** or **delete** them.

Set up payment in instalments

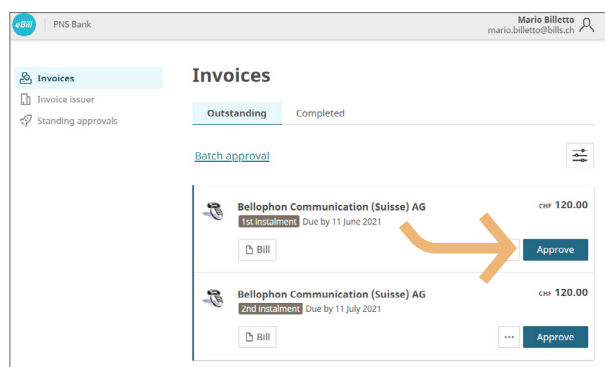
If an invoice issuer offers you the option of paying your invoice in instalments, you will receive a reference to it on the eBill portal. To select the payment method, proceed as follows:



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.

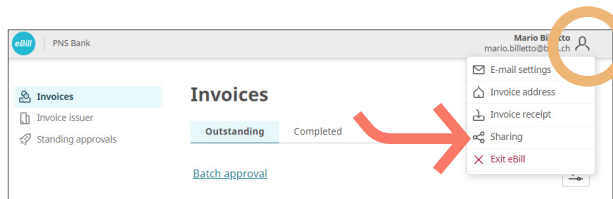



The invoice overview now shows you all instalments belonging to the selected instalment group as normal individual invoices.

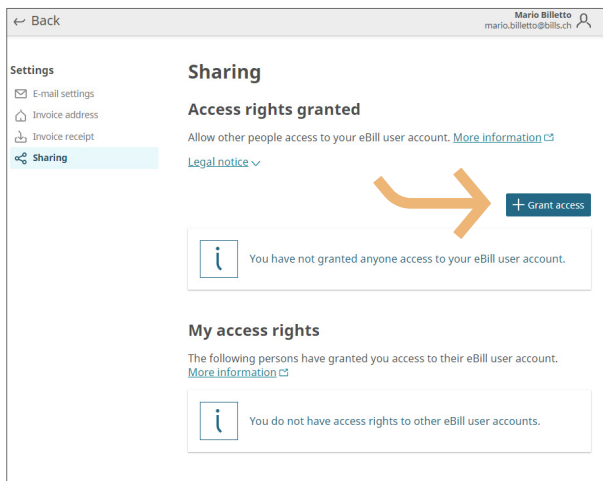
You can now **approve** each instalment individually.

eBill sharing

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



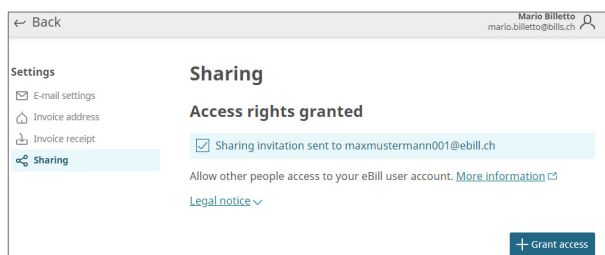
Click the icon  in the upper right corner. Click now on **"Sharing"** in the menu selection in order to set up eBill Sharing.



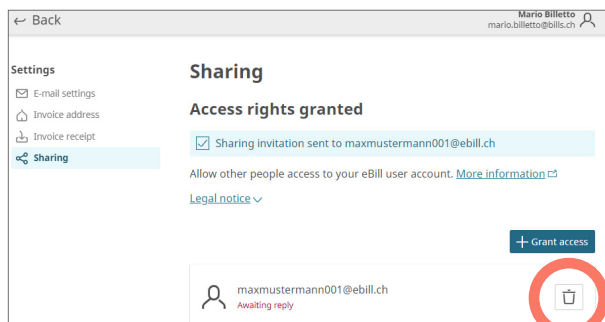
In the Sharing overview you can see both the access rights granted to you and those you are granting to others. To grant a new Sharing right, click the **"Grant access"** button. After entering the e-mail address of the sharing partner and after confirming the legal disclaimer, the authorized person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




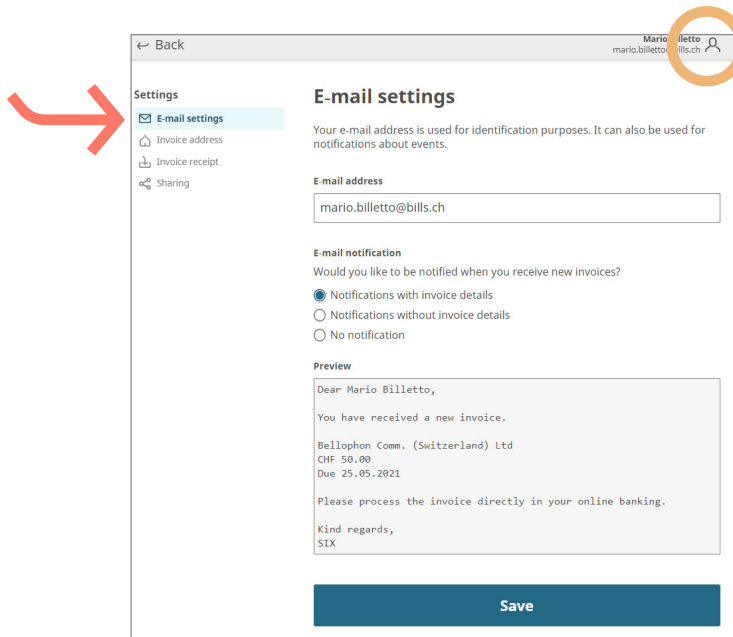
After accepting your Sharing invitation, the authorized person, in turn, may invite you to share his or her eBill user account.



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.



The screenshot shows a mobile application interface for eBill settings. At the top, there is a header bar with a 'Back' button on the left and a user profile icon on the right, which is circled in orange. Below the header, a sidebar menu on the left lists 'Settings', 'E-mail settings' (highlighted with a red arrow), 'Invoice address', 'Invoice receipt', and 'Sharing'. The main content area is titled 'E-mail settings' and contains the following sections: a description of the e-mail address purpose, a text input field for the 'E-mail address' (containing 'mario.billetto@bills.ch'), a section for 'E-mail notification' with three radio button options (the first is selected), and a 'Preview' section showing a sample invoice notification. At the bottom of the main content area is a blue 'Save' button.

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.