

E-Billing User Guide

Log in by entering your User ID and password. These will have been provided separately.

Forgotten your password? Then email passwords@ebillswisspost.co.uk or click on the “Forgotten your login details?” link.

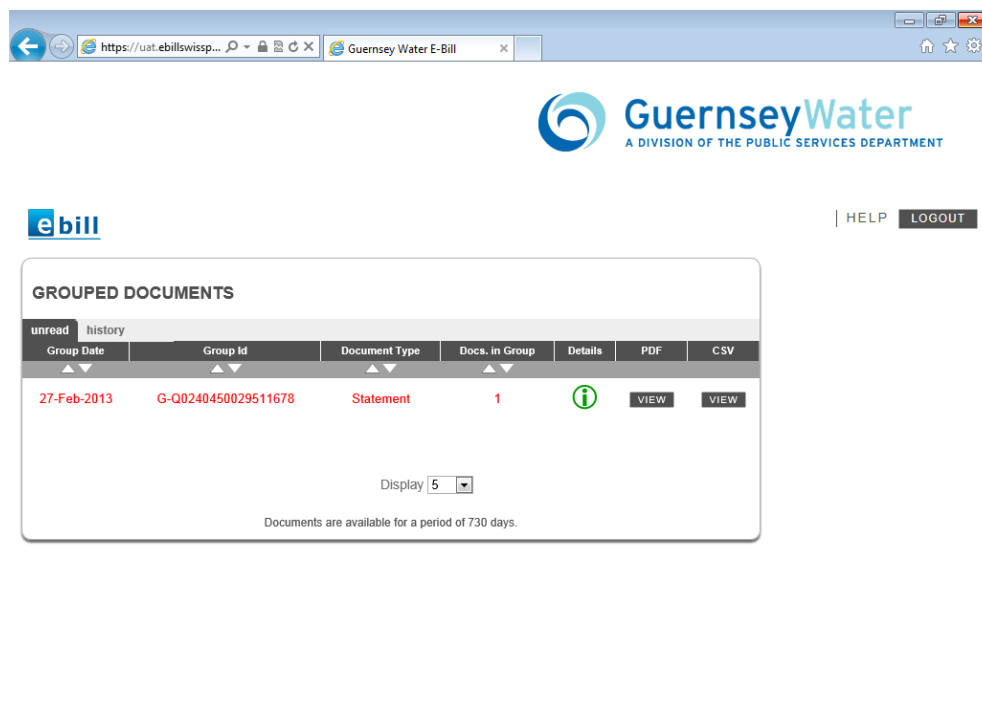


If you are clicking on “Forgotten your login details?”

Please ensure you enter your email address and User ID as below:



Once logged in you will be presented with a screen which shows all unread documents. You will be able to view your documents using a simple point and click procedure.



TO VIEW YOUR DOCUMENTS: If you click on “View”, the document will be presented as a PDF and will appear as it would on the traditional paper invoice. **All documents are grouped.**

THE DOCUMENT CAN NOW BE PRINTED OR SAVED, IF REQUIRED.

In order to view PDF documents, Adobe Acrobat™ Reader software will need to have been installed onto your PC. This can be downloaded free of charge from www.adobe.com

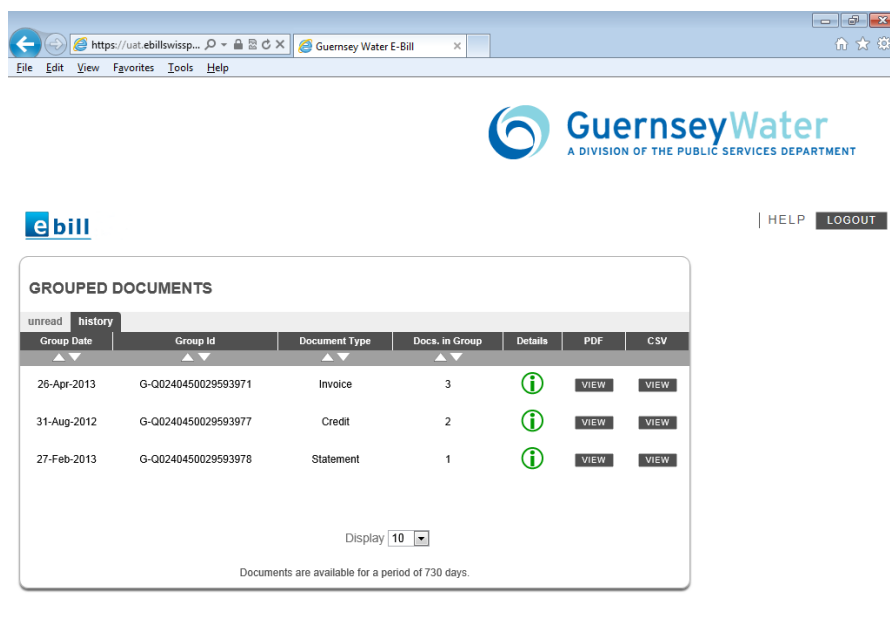
When printing a PDF you generally cannot use the printing method ‘file, print’ as adobe may not correspond.

Below are the methods that do work when printing a PDF.

- Adobe tool bar, clicking on the printer icon
- Control p
- Right clicking and selecting print

Viewing individual documents

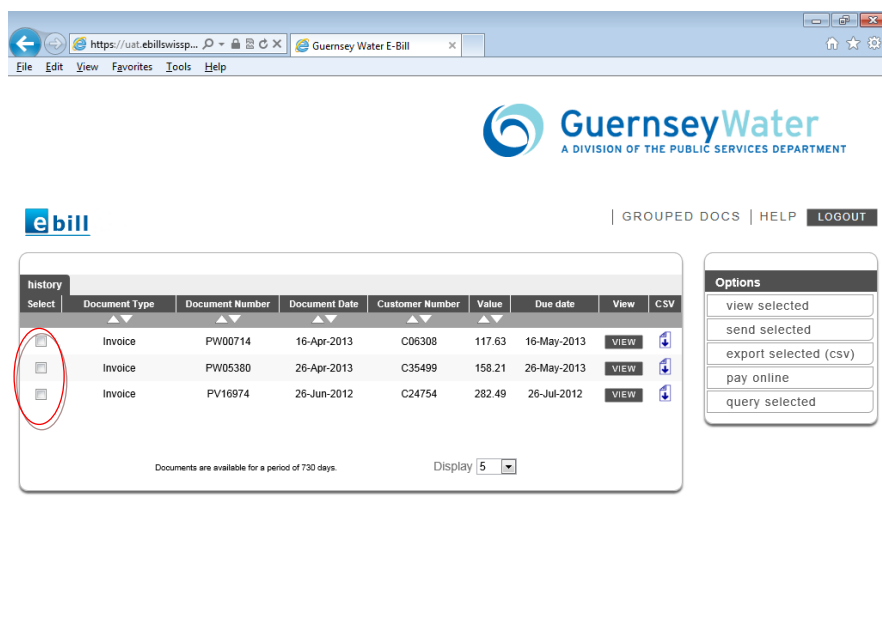
Click on “history” – next to the “unread” tab.



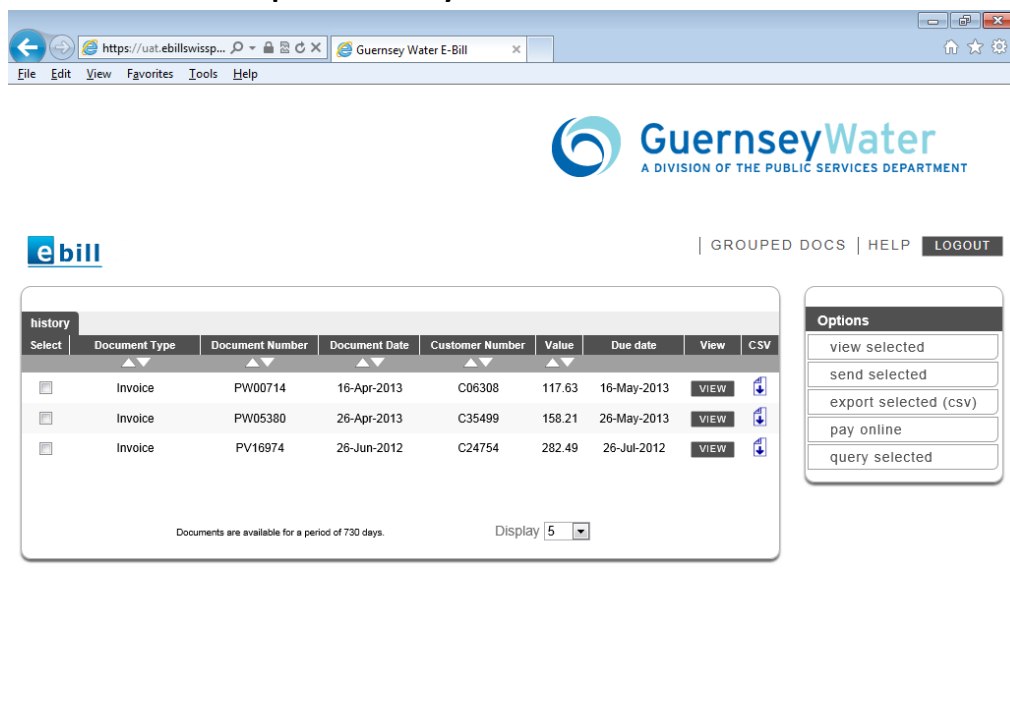
You need to select the following icon next to the relevant document group;



You will then be provided with the following page, where there is a tick box next to each document. Select the relevant documents.;



What does each of these options allow you to do?



Once you have selected a document using the tick box selection as above....

“view selected”

This enables you to view individually selected documents in a PDF format.

“send selected”

Enables you to send selected documents, to a designated e-mail address.

“export selected (csv)”

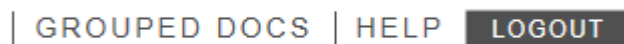
Enables you to view a CSV version of the document, which can be viewed in excel

“pay online”

Opens a new window that allows you to complete an online payment

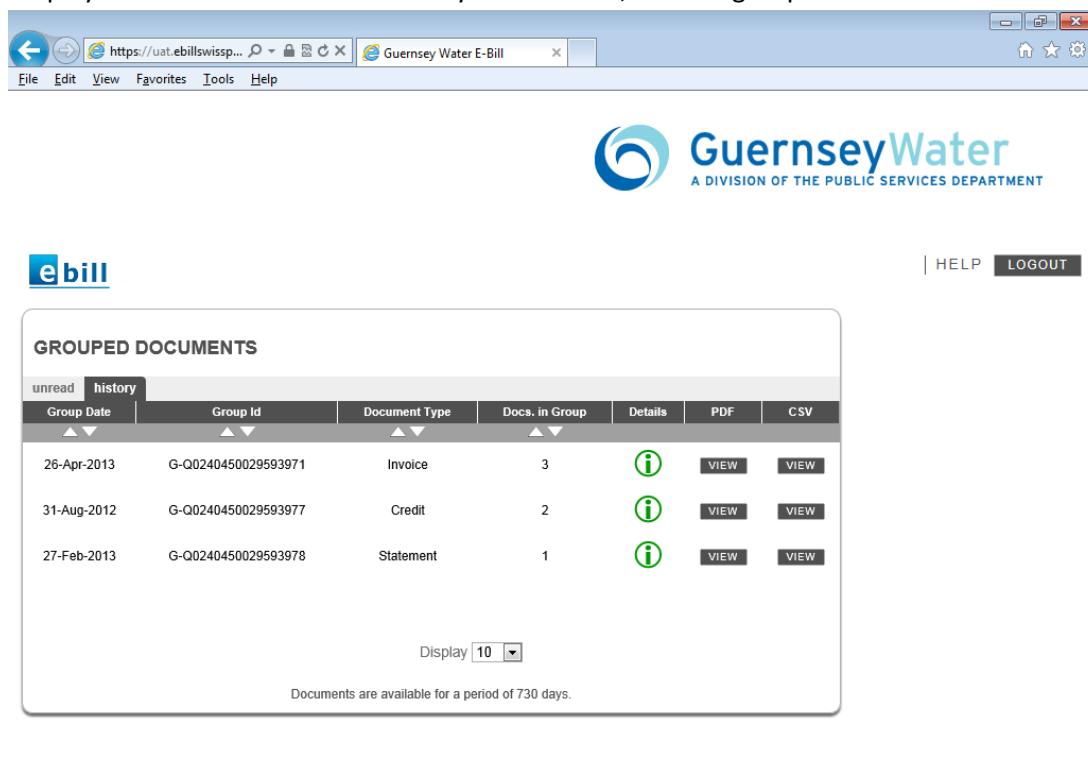
Options on Tool Bar

You can chose from the following options



“GROUPED DOCUMENTS”

This displays all documents that have not yet been read, and are grouped.



“HELP”

This provides contact details should you have any problems using the site and also enables you to change your password or view a version of this user guide.

“LOGOUT”

This will log you out of E-Bill and present the login page, should you wish to log in once again.