Registering with eBill Made Easier

eBill users need to activate the desired invoice issuer in eBill Portal so that their customers can benefit from eBill as well. There are four ways to register: three of them involve online banking; it is also possible to register directly with an invoice issuer.

How can a customer activate the desired invoice issuer in order to receive eBill invoices in the future?

In order for their customers to benefit from eBill, eBill users have to activate the desired invoice issuer in eBill Portal. To do that, a user needs to look up and select their company in the list of invoice issuers. After the registration form has been filled in, the invoice issuer is activated and can already send eBill invoices to the registered person. Both direct registration and the lookup function may be used in order to activate an invoice issuer in eBill Portal. In the future, similar possibilities will be available to NPOs in eBill Donations.

You can also offer your customers to switch to eBill on your own website. By integrating the system into your own customer portal, you can provide eBill as an invoicing and payment option. By doing so, you can benefit from a direct interaction with your customers and ensure a seamless transition to eBill.

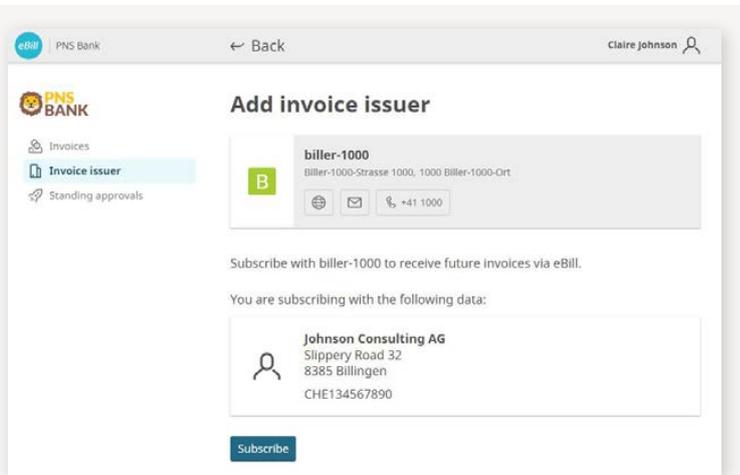### 1. Registration by looking up an invoice issuer

The registration by looking up an invoice issuer takes place in the online banking of an eBill user. All companies offering eBill are listed in the section "Invoice issuers". Users can find the desired company through the search box.

Invoice issuer relationship is activated by filling in the registration form. The invoice issuer can now deliver invoices to the customer via eBill.

Invoice issuers must be able to process registrations using the following information:
– Surname
– Postal address:
– Email address or UID (if available)

If this information is not sufficient, the invoice issuer can define an additional identification feature to be registered by the invoice recipient (e.g. customer number).

2. Direct registration

Users are automatically notified that they can register for eBill when entering an invoice (QR-bill, IBAN) in online banking. At the same time, this notification enables a direct registration with an invoice issuer, without the need of a targeted search in the list of invoice issuers.

Invoice issuers process registrations based on the following information:
– Surname
– Postal address:
– Email address or UID (if available)
– Payment reference number
– Bank account number
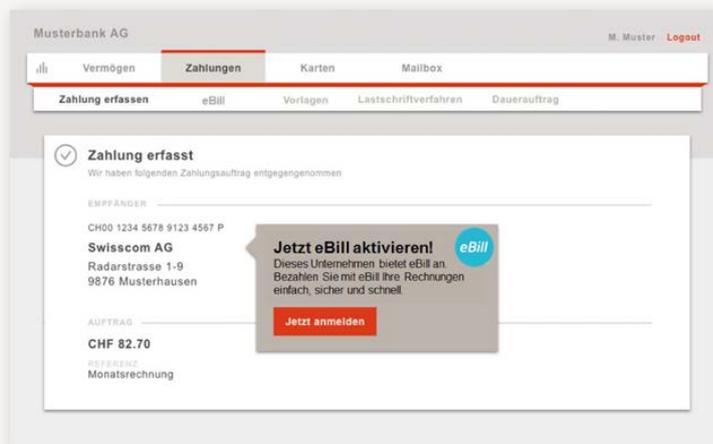
3. Lookup (adding invoice issuers automatically)

Each eBill invoice issuer can run a query in the look-up database via the network partner. They can run a comparison with their customer databases referring to email addresses or corporate identification numbers (UID). If the data match, the invoice issuer can submit invoices to their customers via eBill without further registration.

The lookup function is known to the end customer as "Adding invoice issuers automatically". Over 800,000 eBill users have already activated this function, and this figure is growing by the day. This indicates that they are willing to receive eBill invoices. The potential is therefore enormous and can be used easily.

Requirements:
– The comparison with the lookup database is offered through the network partner.
– The invoice issuer must have email addresses or UIDs in order to ensure a clear identification of their customers.
– The invoice recipient must be already registered for eBill and have the lookup function activated.

4. Registration in the customer portal or online shop of an invoice issuer

Invoice issuers can integrate eBill directly into their sales process and offer the option of switching to eBill this way. It is possible to perform the system integration in the invoice issuer's own customer portal as well as add it as payment method in their online shop.

Requirements:
– The network partner must offer the function to the invoice issuer.
– The invoice issuer must integrate the function into their own customer portal/online shop.
– The invoice recipient must be registered for eBill and provide the correct eBill email address.

Mock-up: visualization and process flow:
1. The invoice recipient Mr./Ms. X is in the invoice issuer's customer portal and selects eBill as payment method.
2. After providing their eBill email address, Mr./Ms. X receive an email with an activation code.
3. Mr./Ms. X enter their activation code in the customer portal, thus confirming that their invoices may be delivered via eBill in the future.

Switch to eBill now!

If you wish to send digital invoices to your customers as a company, you require the services of network partners. They will support you in connecting to eBill infrastructure and help you with further steps after the transition.

Find out more at **eBill.ch**