



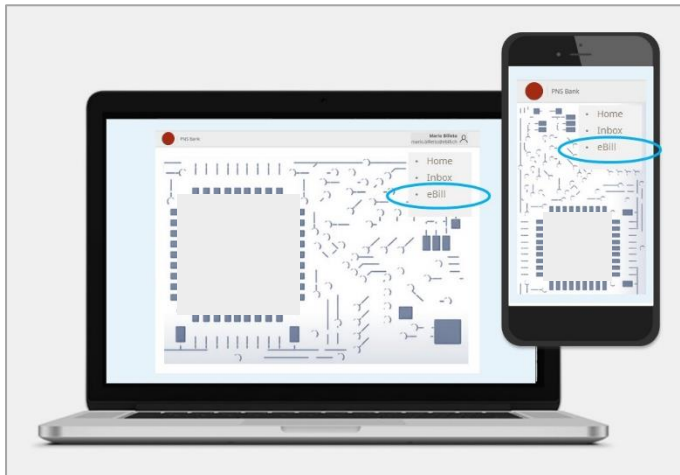
# Quickguide

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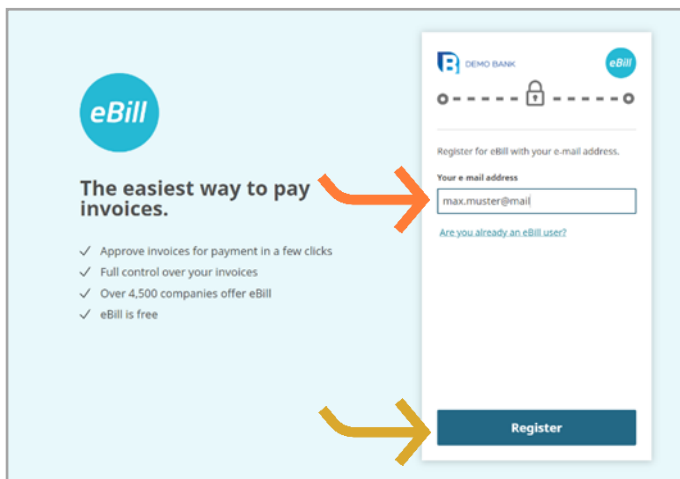
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# Activating eBill in Online Banking

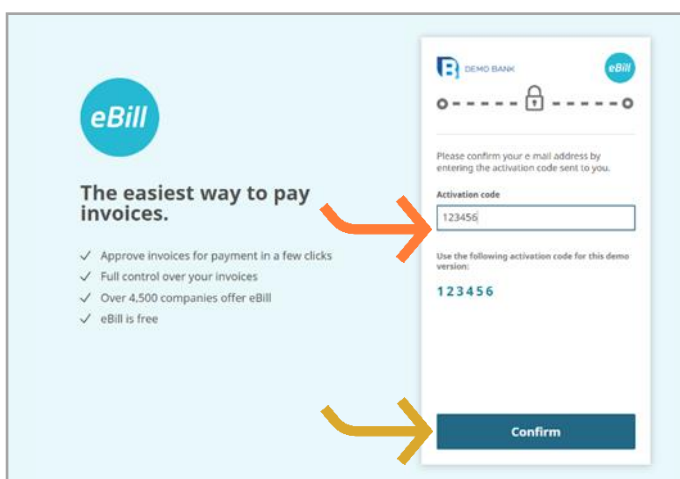
You have not yet registered for eBill? You can do it by following these steps:



Log in to your bank's online banking and click on **"eBill"** in the menu.



In the dialog box, please enter your **e-mail address** and click on **"Register"**. You will now receive an activation code by e-mail.

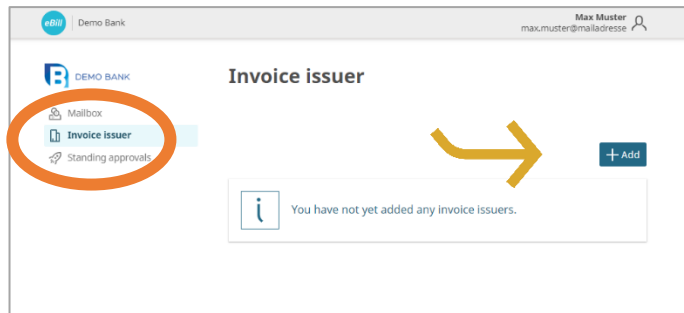


Enter the **activation code** from the e-mail you received earlier in the dialog box and click on **"Confirm"**.

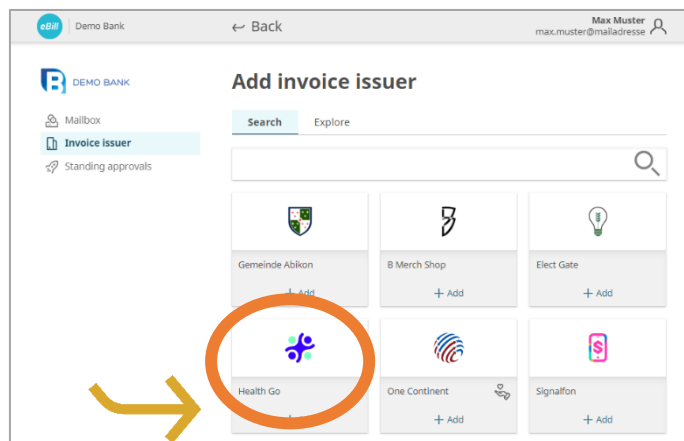
You will now be redirected to the eBill Portal and will be able to subscribe for eBill to your invoice issuers.

# Adding Invoice Issuers Manually

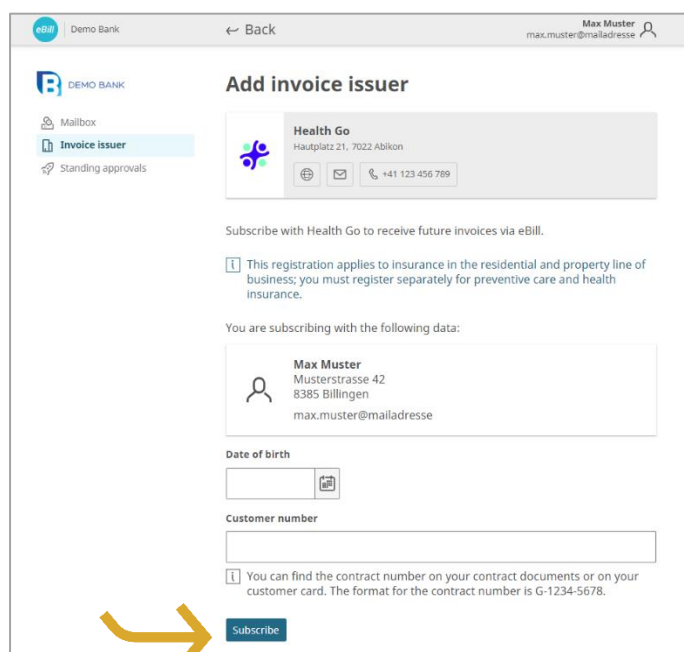
To receive invoices from your invoice issuers via eBill, follow these steps:



In the eBill Portal, click on the **Invoice issuer** menu item and then on the **"Add"** button.



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

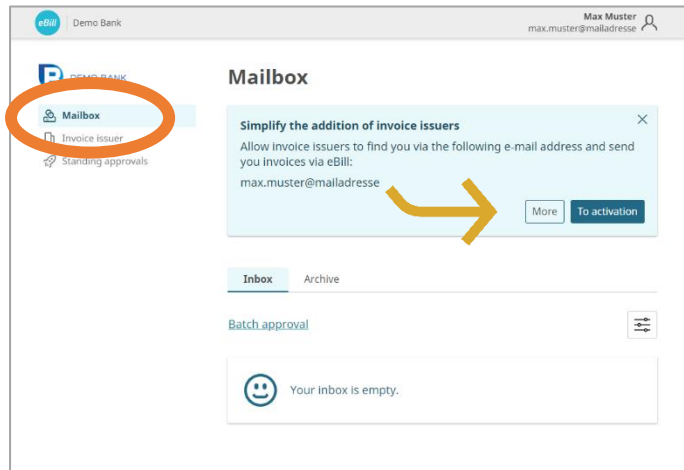


Verify the data you wish to use in order to subscribe to the invoice issuer.

If necessary, fill in the additional identification details and click on **"Subscribe"**.

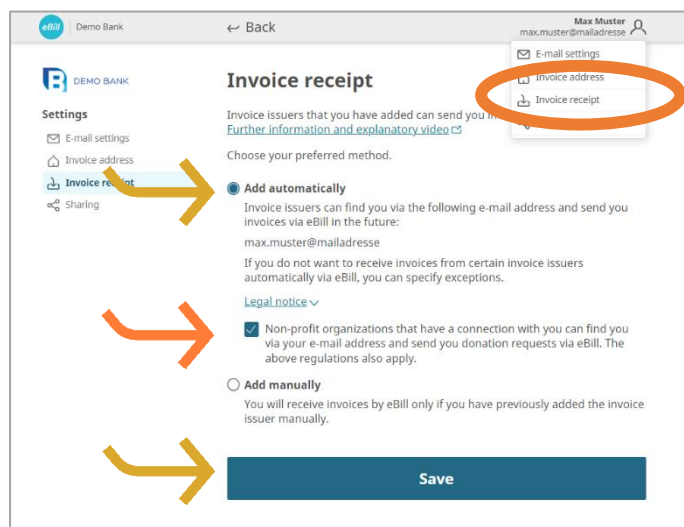
# Adding Invoice Issuers Automatically

Save yourself the trouble of adding invoice issuers manually and activate the “Add invoice issuers automatically” function. To do that, proceed as follows:



For a new eBill user, the information about a simplified addition of invoice issuers is displayed as a notification in the **Mailbox**.

Click on “**To activation**” to enable this function.



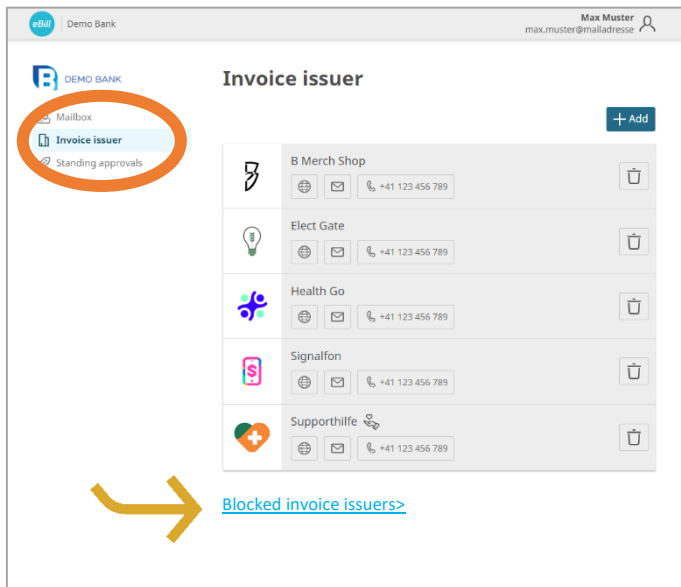
You can adjust your preferred settings for receiving invoices under “**Invoice receipt**”.

You can also enable this feature for **non-profit organizations** if you wish.

Read the legal notice carefully and click on “**Save**” to update the settings.

## Overview of Added Invoice Issuers

To get an overview of your added invoice issuers, proceed as follows:

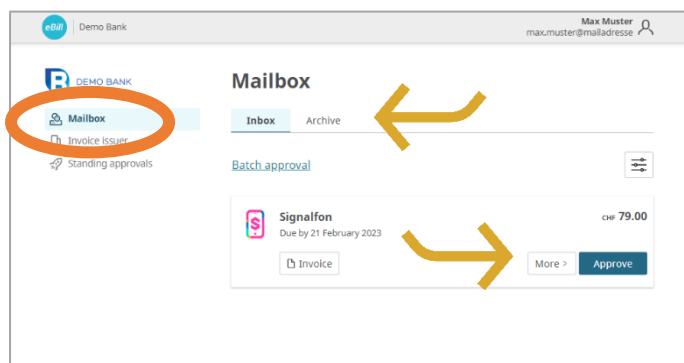


You can see which invoice issuers you have already subscribed to by going to the **"Invoice issuer"** menu item.

If you want to block certain invoice issuers and exclude them from the **"Add invoice issuers automatically"** function, you can select them under **"Blocked invoice issuers"**.

## Approving or Rejecting Invoices

To approve an invoice, proceed as follows:



All open invoices are displayed in the **"Inbox"** folder in the eBill Portal **Mailbox**.

Select the desired invoice. You can pay it with one click by using the **"Approve"** button

**Invoice**

Signalfon  
Am Markt 2, 3100 Niedersunn  
CHF 79.00  
Due by 21 February 2023  
Outstanding

Invoice

**Approve**  
Invoice for ultimate debtor

Account	Execution date	Amount in CHF
Lohnkonto	21.02.2023	79.00

Approve

**Standing approval**  
Create a standing approval to have invoices from Signalfon automatically approved in the future.  
[Set up a standing approval](#)

**Reject invoice**  
Inform the invoice issuer that you will reject this eBill invoice, e.g. because you have already settled it using another payment method. You cannot undo the rejection of an invoice.  
Reject

**Details**

Invoice number	6870366
Attachments	None

You can verify the invoice details again and adjust them if necessary by going to **"More"**.

By clicking on **"Approve"**, you can release the invoice for payment.

If you want to reject an invoice, click on **"Reject"**.

**Mailbox**

Inbox Archive

February 2023

Signalfon  
Approved for 21 February 2023  
CHF 79.00  
Invoice More >

The approved or rejected invoices are moved to the **"Archive"** folder.

## Making Changes to an Approval

Once you have approved an invoice for payment in the eBill Portal, you can no longer modify it.

After the invoice has been approved, changes can be made only until the final execution of the payment directly in the online banking, in pending payments.

# Setting up a Standing Approval

You can use standing approvals to automate the approval of your invoices.

The screenshot shows the 'Mailbox' interface of 'Demo Bank'. At the top, there's a header with the bank logo and user information. Below, a sidebar lists 'Mailbox', 'Invoice issuer', and 'Standing approvals'. The main area shows an invoice from 'Signalfon' due by 21 February 2023 for CHF 79.00. A red circle highlights the 'More >' button next to the 'Approve' button. Below the invoice, there's a section for 'Standing approval' with a description and a link 'Set up a standing approval' highlighted by a yellow arrow.

If you wish to automate the approval of an invoice in the future, click on **"More"** and select the **"Set up a standing approval"** option.

The screenshot shows the 'Standing approvals' setup page. It includes a 'Back' button and a description of standing approvals. The setup form includes fields for 'Account' (Lohnkonto), 'Limited' settings (with an upper limit of CHF 80.00 per month), 'Execution' rules (on due date), 'Starting' date (now), and 'Until' date (cancelled). A yellow arrow points to the 'Create' button at the bottom.

You can then set the rules for the standing approval and confirm them by clicking on **"Create"**.

You can adjust the following settings:

- Debit account
- Upper limit of the invoice amount
- Approval date rules

After an automatic standing approval has been created, you can change or delete the settings at any time.



# Processing Installment Payments

If an invoice issuer offers you the option of paying your eBill invoice in installments, you will receive a notification to this effect in the eBill Portal. To select the payment method, proceed as follows:

The screenshot shows the 'Mailbox' interface of the eBill Portal. The user is 'Max Muster' with email 'max.muster@mailadresse'. The mailbox contains a 'Batch approval' for 'B Merch Shop' with a total amount of CHF 240.00. The 'More' button is circled in orange. Below this, the 'Payment options' section is visible, showing two options: 'Total invoice of CHF 240.00, due by 31 January 2023' and '2 installments, first payment of CHF 120.00, due on 31 January 2023'. The second option is selected. A yellow arrow points to the 'Save' button.

Click on **"More"**. You can then choose from several payment modes.

Under **"Payment options"**, you can see various payment modes. You can choose one or more installments.

Click on **"Save"** to confirm the payment method.

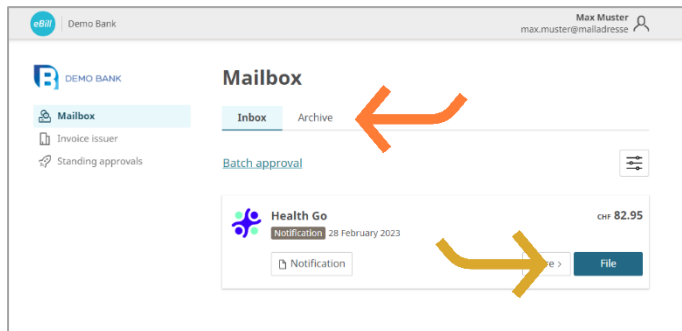
The screenshot shows the 'Mailbox' interface after the installment selection. The batch approval has been split into two individual invoices, each for CHF 120.00. A yellow arrow points to the 'Approve' button for the first installment.

In the invoice overview, all installments of the selected installment group are now displayed to you like regular individual invoices.

Now you can **"Approve"** each installment individually.

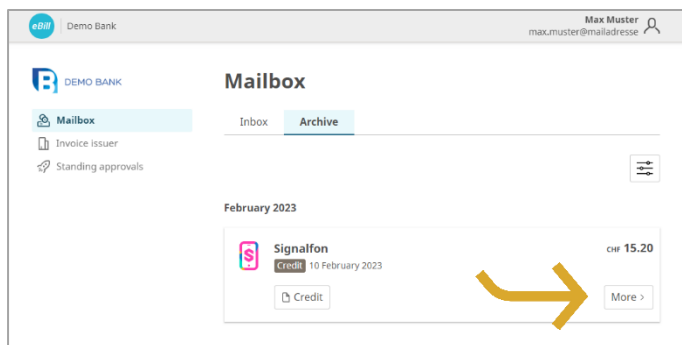
## Notification and Credit

Notification and credit allow the invoice issuer to send you important information without triggering a cash flow.



Notifications do not involve any cash flow. You receive them for information purposes only.

Click on **"File"** to move the notification to the **"Archive"** folder.

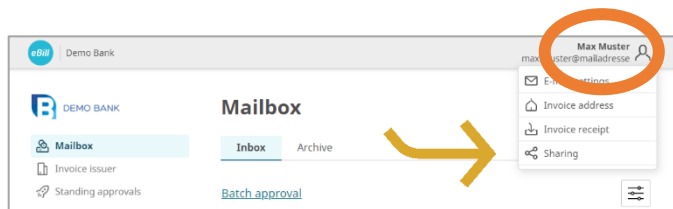


Credits do not involve any cash flow. You receive them for information only.

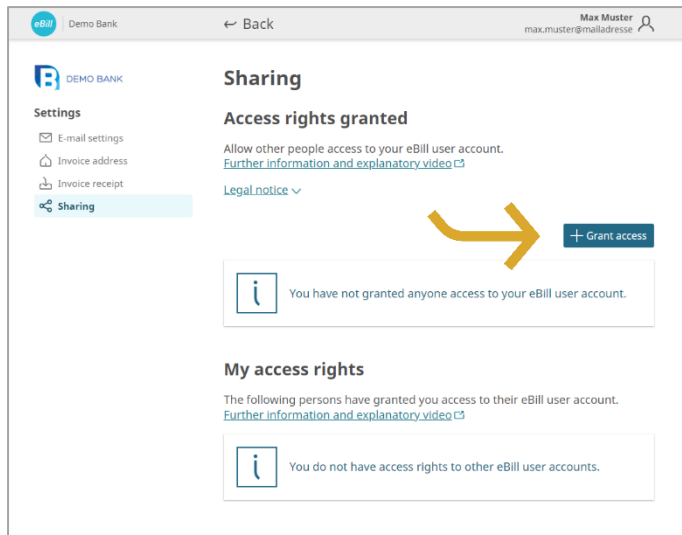
Click on **"More"** or the credit file for more details.

## eBill Sharing

eBill Sharing offers you the possibility of managing invoices together with other eBill users. In order to activate this feature, follow these steps:



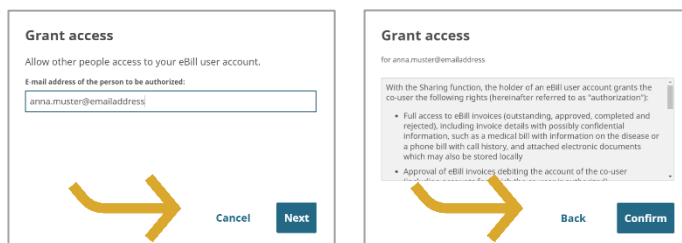
Click the **settings icon** in the upper right corner. Click on **"Sharing"** in the menu list.



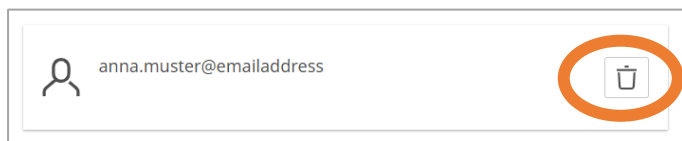
In the Sharing overview, you can see granted and received sharing rights.

To grant a new sharing right, click on the **"Grant access"** button.

After entering the e-mail address of the sharing partner and confirming the legal notice, the person to be authorized will be informed about the new sharing invitation by e-mail.



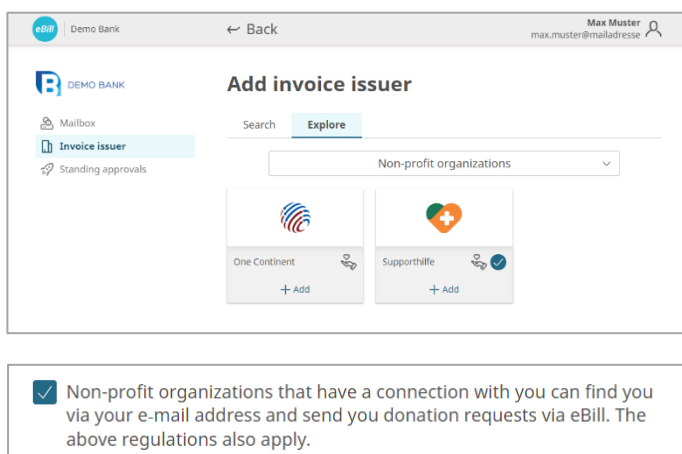
After accepting the invitation, the authorized person can approve or reject invoices from you as well as subscribe you to — or unsubscribe you from — invoice issuers.



Granted and received access rights can be deleted at any time. To do this, click the **trash can icon**.

## eBill Donations — Making Donations via eBill

With eBill Donations, you can support charities by means of digital donations.

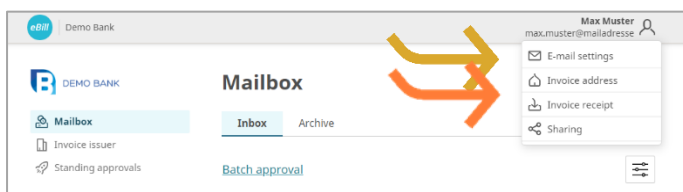


In order for a non-profit organization (NPO) to send you donation requests, it is necessary that you add it under the **"Invoice issuer"** menu item.

Save yourself the trouble of adding invoice issuers manually and activate also NPOs by using the 'Add invoice issuers automatically' function.

# Changing eBill Settings

Click on the settings icon in the upper right corner to change your user settings.



You can change your e-mail address and configure notifications for eBill by going to **"E-mail settings"**.

**E-mail settings**

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

**E-mail address**

max.muster@mailadresse

**E-mail notification**

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

☒ Notification with invoice details

☐ Notification without invoice details

☐ No notification

**Preview**

Dear Max Muster,

You have received a new invoice.

Signalfon (Switzerland) Ltd  
CHF 50.00  
Due 14.02.2023

Please process the invoice directly in your online banking.

Kind regards,  
SIX

**Save**

The **e-mail address** serves as personal identification in the eBill Portal.

By enabling the **e-mail notification**, you will receive a notification when you receive a new invoice in the eBill Portal.

**Invoice address**

If you add an invoice issuer, your invoice address will also be sent to ensure that the invoice issuer can clearly identify you.

**Street**

Musterstrasse 42

**Postal code** **City**

8385 Billingen

**Country**

Switzerland

**Save**

You can edit your address under **"Invoice address"**. Based on this information, invoice issuers are able to identify you.

## Contact

Please contact your bank directly if you have any questions regarding eBill in online banking. For more information on eBill, visit [www.eBill.ch](http://www.eBill.ch)