



Overview of registration types

Your Benefits at a Glance



In order for your customers to benefit from eBill, they must be able to activate your company as an invoice issuer in the eBill portal. There are four registration methods, three via online banking and one directly via the customer portal or your online shop.

1. Registration via the Invoice Issuer Search

You can sign up for eBill using the invoice issuer search in the online banking of your customers. All companies that offer eBill are listed under the heading "Invoice issuers". Your company can also be found quickly and easily using the search field.

Once the registration form has been completed, the invoice issuer relationship is activated, and you can start sending invoices to your customers 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).

DEMO BANK

← Back Max Muster max.muster@mialladresse

DEMO BANK

Mailbox

Invoice issuer

Standing approvals

Add invoice issuer

Signalfon
Am Markt 2, 2100 Niedersurn
📍 📧 📞 +41 123 456 789

Signalfon can send invoices to you via eBill.

Invoice not received via eBill?
Resubscribe with Signalfon.

You are subscribing with the following data:

Max Muster
Musterstrasse 42
8385 Billingen
max.muster@mialladresse

Signalfon requires more information to uniquely identify you. Please fill in the form below.

[go to form](#)

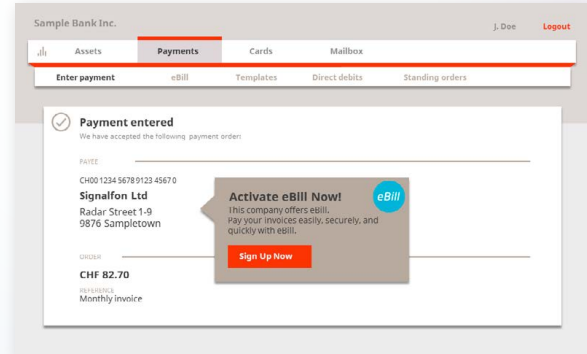
2. Direct registration

When entering an invoice (QR-bill, IBAN), online banking automatically notifies your customers of the option to register with your company for eBill.

At the same time, this information allows you to register directly with the invoice issuer without having to search for them explicitly in a list.

Invoice issuers process registrations based on the following information:

- Last name
- Mailing address:
- E-mail address or UID (if available)
- Payment reference number
- Bank account number



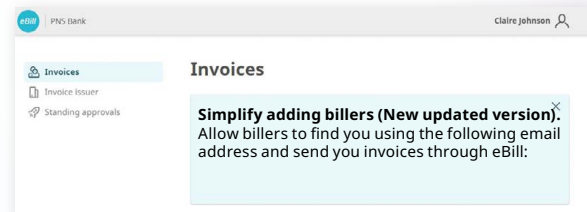
3. Look-up (automatic addition of invoice issuers)

Any eBill invoice issuer can have network partner perform a query in the look-up database. Using the e-mail address or the company identification number (UID), the invoice issuer can conduct a comparison with its customer database. If they match, they can send invoices to their customers via eBill without further registration. The customer knows the look-up function as “Adding invoice issuers automatically”.

Over one million eBill users have already activated this function – and the number is increasing daily – and are thus signaling that they would like to receive eBill invoices. The potential is therefore huge and can be easily exploited.

Requirements:

- Matching with the look-up database is provided by the network partner.
- The invoice issuer must have e mail addresses or UIDs to uniquely identify their customers.
- The invoice recipient must already be registered with eBill and have activated the look-up function.



4. Registration in the Invoice Issuer's Customer Portal or Online Shop

Invoice issuers may register in the customer portal or online store to integrate eBill into their sales processes, thereby offering customers the option of eBill.

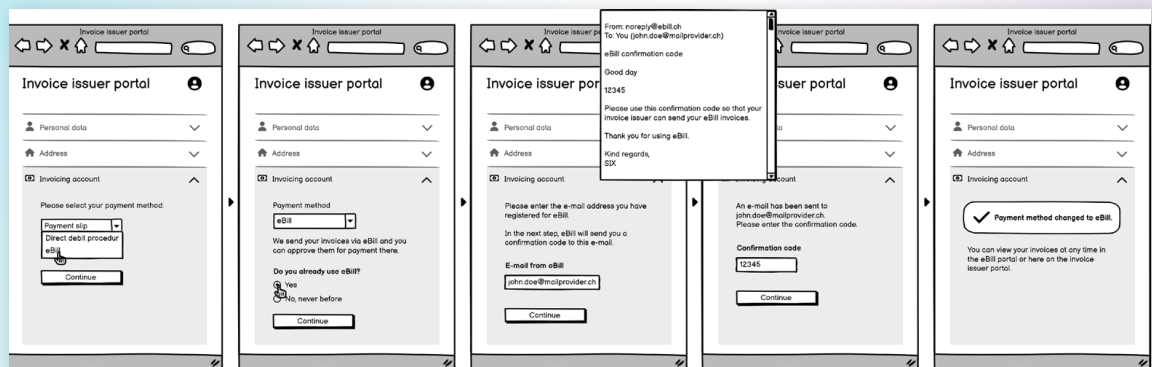
System integration is available in both the customer portal and the online shop.

Requirements:

- The network partner must provide the function to the invoice issuer.
- The invoice issuer must integrate the function into their own customer portal or online shop.
- The invoice recipient must be registered for eBill and provide the correct eBill e-mail address.

Mock-up: visualization and process flow:

1. The invoice recipient has access to the invoice issuer's customer portal and selects eBill as payment method.
2. Once the e-bill e-mail address has been provided, the recipient will receive an e-mail containing an activation code.
3. The invoice recipient enters the activation code in the customer portal, thereby confirming their acceptance of the invoice.



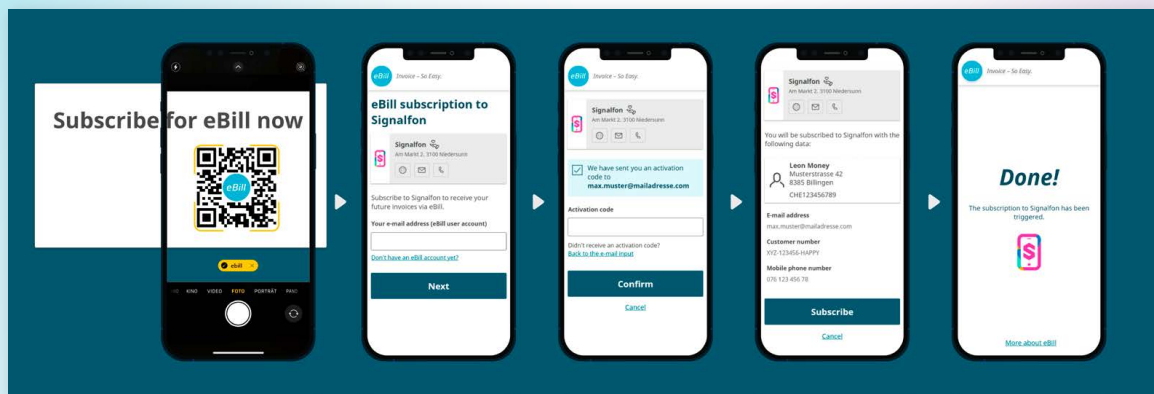
5. Registration with QR Code (Individual or Generic)

Registering with an invoice issuer using a QR code is another modern way for eBill recipients to quickly and easily register with an invoice issuer for eBill. Invoice issuers receive individual or generic QR codes from their network partners and send them to their

customers. The QR codes allow customers to register with the invoice issuers for eBill. By scanning the QR code, the customer is redirected to the invoice issuer's registration process, making it quick and easy to sign up for eBill.

To use this registration method, the invoice issuer's eBill network partner must offer this function and the invoice issuers must have actively integrated it into their processes. In addition to the individual QR code that can already be used, a generic QR code will also be available for the invoice issuer login starting in July 2025.

The success of this option depends on the invoice issuer publicizing this payment option, e.g., by sending the QR code by e-mail or letter.



Switch to eBill Now!

If you wish to send digital invoices to customers as a company, you need the services of a network partner. This partner will facilitate the connection to the eBill infrastructure and provide guidance on the subsequent steps following the transition.



Find out
more at
ebill.ch