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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**".

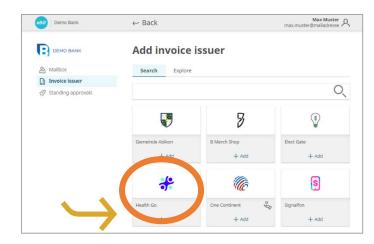
You will now be redirected to the eBill Portal and will be able to subscribe for eBill to your invoice issuers.

Adding Invoice Issuers Manually

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

| Max Muster max.muster@mailadresse |
|---|
| Invoice issuer |
| |
| |
| bba+ |
| You have not yet added any invoice issuers. |
| |
| |
| |

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".

| Demo Bank | ← Back | Max Muster A max.muster@mailadresse |
|--------------------|---|---|
| DEMO BANK | Add invoice issuer | |
| A Mailbox | Health Go | |
| Invoice issuer | Hautplatz 21, 7022 Abikon | |
| Standing approvals | E K +41 123 456 789 | |
| | Subscribe with Health Go to receive future | invoices via eBill. |
| | This registration applies to insurance in business; you must register separately insurance. | |
| | You are subscribing with the following data: | |
| | A Max Muster Musterstrasse 42 8385 Billingen | |
| | max.muster@mailadresse | |
| | Date of birth | |
| | 1 | |
| | Customer number | |
| | You can find the contract number on yu customer card. The format for the cont | our contract documents or on your tract number is G-1234-5678. |
| | Subscribe | |

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:

| Bill Demo Bank | Max Muster max.muster@mailadresse / |
|---|--|
| DEMO BANK | Mailbox |
| ▲ Mailbox ↓ Invoice issuer ☆ Standing approvals | Simplify the addition of invoice issuers X Allow invoice issuers to find you via the following e-mail address and send you invoices via eBill: max.muster@mailadresse More To activation |
| | |
| | Inbox Archive Batch approval |

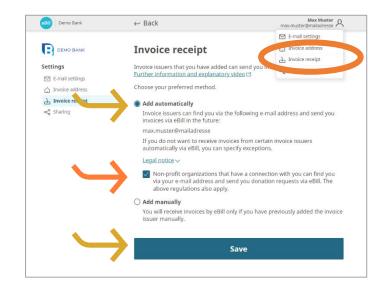
For a new eBill user, the information about a simplified addition of invoice issuers is displayed as a notification in the Mailbox.

Click on **"To activation**" to enable this function.

You can adjust your preferred settings for receiving invoices under "Invoice receipt".

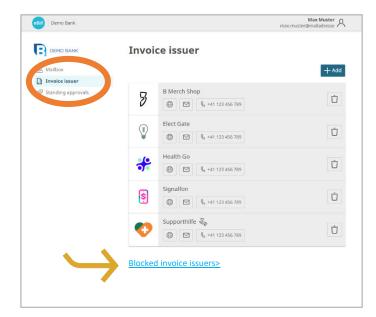
You can also enable this feature for **non-profit organizations** if you wish.

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".

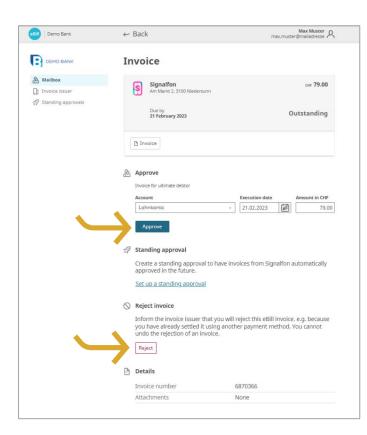
Approving or Rejecting Invoices

To approve an invoice, proceed as follows:

| eBill Demo Bank | | Max Muster max.muster@mailadresse |
|--------------------|--------------------------------------|--------------------------------------|
| | Mailbox | |
| A Mailbox | Inbox Archive | |
| Th. Invoice issuer | | |
| Standing approvals | Batch approval | |
| | Signalfon Due by 21 February 2023 | сн⊭ 79.00 |
| | 🗅 Invoice | More > Approve |
| | | |
| | | |
| | | |
| | | |

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

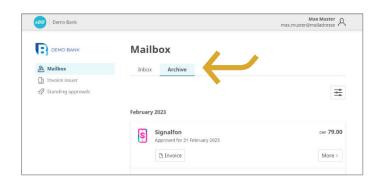
Select the desired invoice. You can pay it with one click by using the "Approve" button



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".



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.

| Bill Demo Bank | | | Max Muster A nax.muster@mailadresse |
|--------------------|--------------------------------------|----------------|--|
| DEMO BANK | Mailbox | | |
| 🖉 Mailbox | Inbox Archive | | |
| Invoice issuer | | | |
| Standing approvals | Batch approval | | |
| | Signalfon Due by 21 February 2023 | | сня 79.00 |
| | | | More > pprove |
| | Account | Execution date | Amount in CHF |
| | | | 1 |
| | Lohnkonto | ₹ 21.02.2023 | 79.00 |

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.

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.

| Bill Demo Bank | ← Back | Max Muster max.muster@mailadresse |
|----------------------|--|--------------------------------------|
| Ð | Standing approvals | |
| DEMO BANK | With a standing approval, invoices are approve | ed automatically. You can specify |
| A Mailbox | the criteria for standing approvals for each inv | |
| Invoice issuer | Further information and explanatory video 더 | |
| 🚀 Standing approvals | | |
| | Signalfon | |
| | Account | |
| | Lohnkonto | 7 |
| | Limited | |
| | with an upper limit of CHF | |
| | 80.00 per month ~ | |
| | O to one invoice with an exact amount of CH | F |
| | ^ More settin | gs |
| | Execution | |
| | on due date | |
| | O at the end of the month | |
| | O on 1 of the month | |
| | Starting | |
| | now | |
| | O on 01.02.2023 | |
| | Until | |
| | cancelled | |
| | O on 31.12.2023 | |
| | Create | |
| | | |

Processing Installment Payments

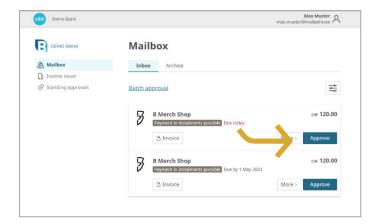
If an invoice issuer offers you the option of paying your eBill invoice in installments, you will receive a notification to this effect in the eBill Portal. To select the payment method, proceed as follows:

| Bill Demo Bank | 1 | Max Muster Anax.muster@mailadresse |
|--------------------|--|------------------------------------|
| DEMO BANK | Mailbox | |
| 🖄 Mailbox | Inbox Archive | |
| Invoice issuer | | |
| Standing approvals | Batch approval | |
| | B Merch Shop Remember in instaliments possible Due today | CHF 240.00 |
| | Approve | |
| | Invoice for ultimate debtor | |
| | Account Execution date | Amount in CHF |
| | Lohnkonto ~ 01.02.2023 | 240.00 |
| | Approve | Aerch Shop |
| | automatically approved in the future. | |
| | Set up a standing approval | |
| | → Payment options → | |
| | Please choose a payment mode: | |
| | O Total invoice of CHF 240.00, due by 31 January 20 | 23 |
| | 2 instalments, first payment of CHF 120.00, due | on 31 January 2023 |
| | 1st instalment31 January 2023 | сня 120.00 |
| | 2nd instalment 1 May 2023 | сня 120.00 |
| | | |

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.



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.

| DEMO BANK | Mailbox | |
|----------------------|--|-----------|
| A Mailbox | Inbox Archive | |
| Invoice issuer | | |
| n Standing approvals | Batch approval | *** |
| | Health Go Notification 28 February 2023 | снғ 82.95 |
| | P Notification | File |

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.

| DEMO BANK | Mailbox | |
|----------------------|--------------------------------------|-----------|
| 💩 Mailbox | Inbox Archive | |
| Invoice issuer | | |
| 🚀 Standing approvals | | |
| | February 2023 | |
| | Signalfon Credit 10 February 2023 | сня 15.20 |
| | Credit | More > |

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

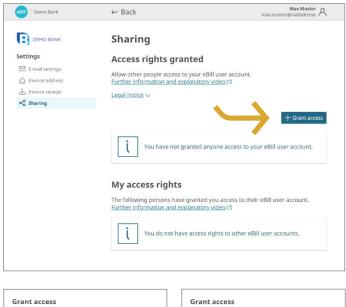
Click on "**More**" or the credit file for more details.

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:

| Bill Demo Bank | | Max Muster Amax Max Muster |
|--------------------|----------------|----------------------------|
| | | E-h. attings |
| DEMO BANK | Mailbox | Invoice address |
| | | 👌 Invoice receipt |
| Aailbox 🖉 | Inbox Archive | 😪 Sharing |
| Invoice issuer | | |
| Standing approvals | Batch approval | - |

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



 Grant access

 Allow other people access to your eBill user account.

 Inail address of the period to be priod to b

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 email.

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.

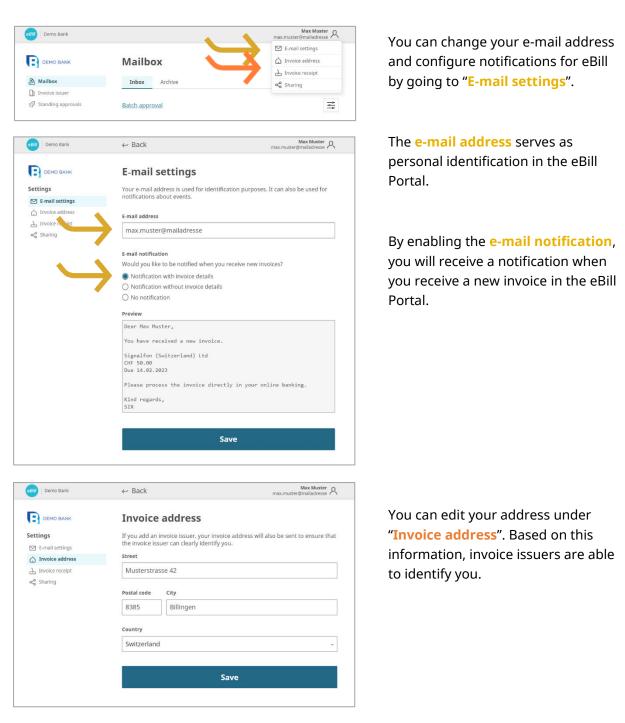
| DEMO BANK | Add invoice issuer | |
|----------------------|------------------------------|---------------|
| A Mailbox | Search Explore | |
| Invoice issuer | | |
| 🚀 Standing approvals | Non-profit or | ganizations ~ |
| | | • |
| | One Continent 😵 Supporthilfe | 🗞 🕗 |
| | | |

Non-profit organizations that have a connection with you can find you via your e-mail address and send you donation requests via eBill. The above regulations also apply. 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.



Contact

Please contact your bank directly if you have any questions regarding eBill in online banking. For more information on eBill, visit <u>www.eBill.ch</u>