

How to Set Up an EBill



EBill - An eBill or "Electronic Bill" is a type of payment that you may set up in a Payee's page in the Paytrust Portal.

Once eBills are set up for your Payee, bills from the Payee's website are automatically uploaded to your Paytrust account anytime a statement is available.

Data from each statement is then pulled from the bill to be displayed as payment info for the bill.

You may set up eBills to be paid automatically with specific rules or you can choose to pay each eBill manually once the bill has been received.

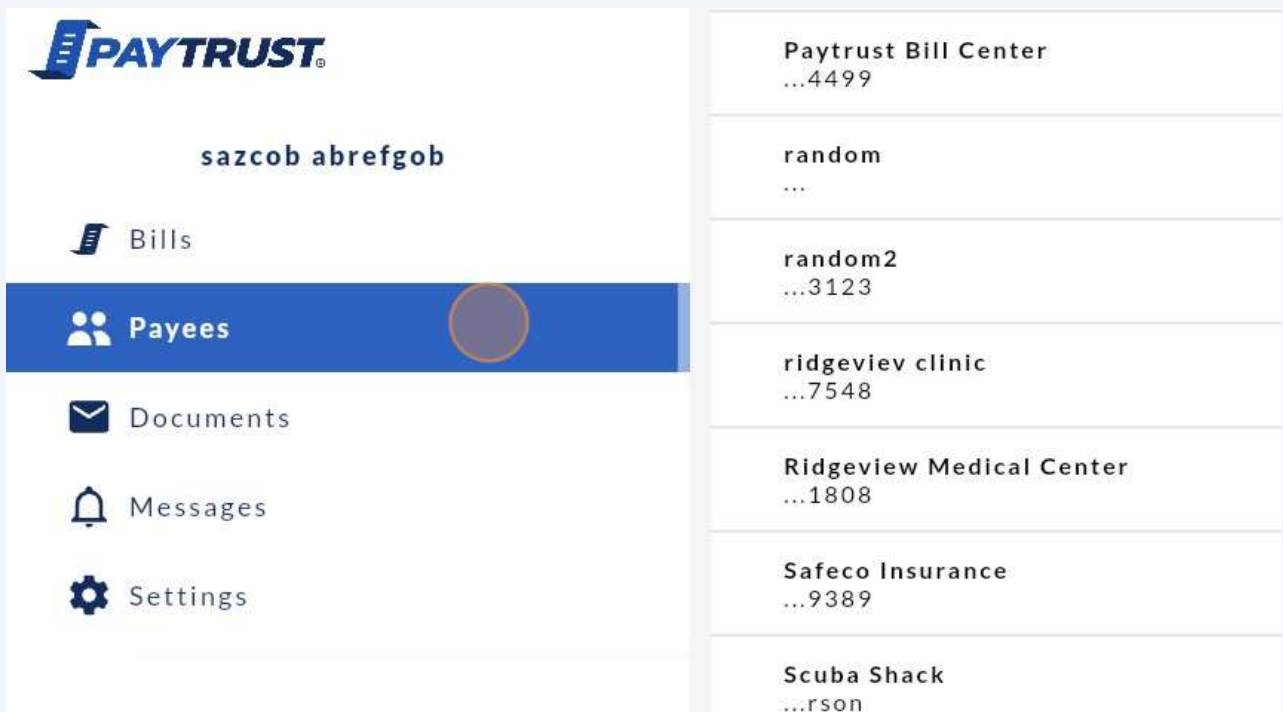
1

Navigate to [The Paytrust Portal](#).

Setting up Ebills

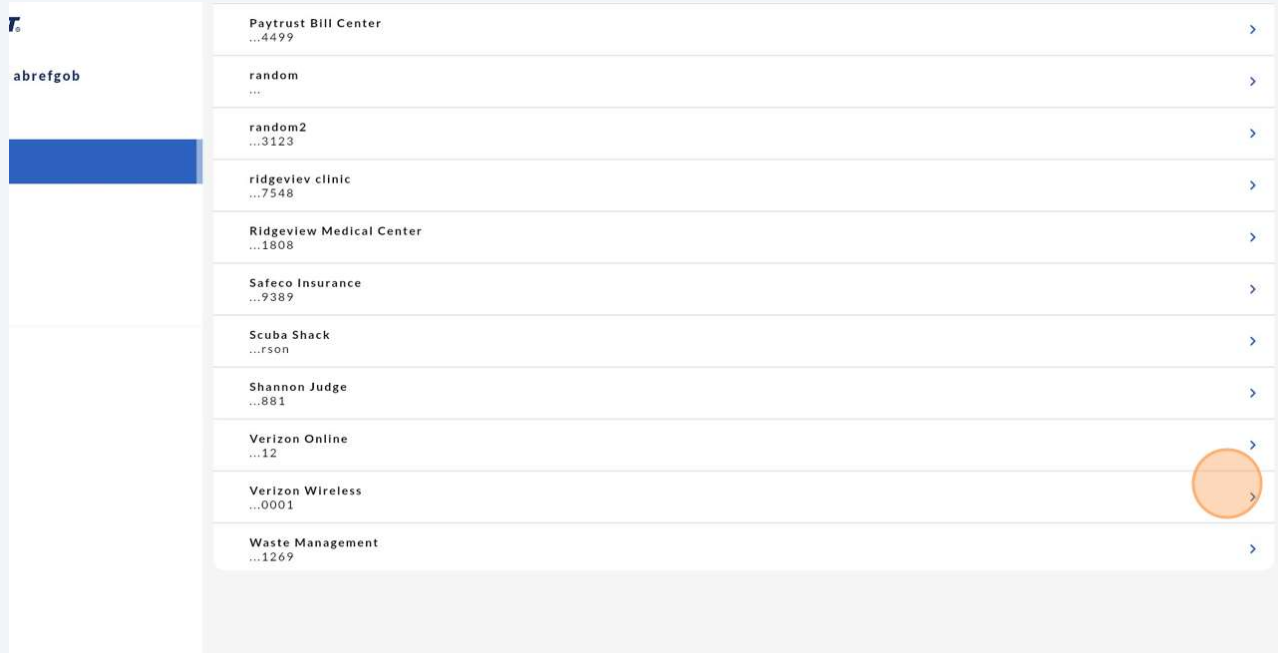
2

Click "Payees"



3

Find the Payee for which you would like to set up an eBill for.



Paytrust Bill Center ...4499	>
random ...	>
random2 ...3123	>
ridgeview clinic ...7548	>
Ridgeview Medical Center ...1808	>
Safeco Insurance ...9389	>
Scuba Shack ...fson	>
Shannon Judge ...881	>
Verizon Online ...12	>
Verizon Wireless ...0001	>
Waste Management ...1269	>



Please Note: Not all Payees are eligible for eBills in the Paytrust Portal. Payees that are eligible are ones with Payee names that populate in the Paytrust System upon adding your payee.

A good rule of thumb is, if the Payee is not a larger, well-known company or doesn't have an online presence, it's not likely to be eligible for eBill setup.

4 Scroll down to "eBills" under "Settings".

The screenshot shows the Paytrust interface for a payee named 'VERIZON ONLINE'. The left sidebar contains navigation options: Bills, Payees (selected), Documents, Messages, Settings, and Logout. The main content area displays payee information and settings. The 'Settings' section is expanded, showing 'eBills' set to 'Ineligible >', 'Autopay' set to 'Off >', 'Reminder' set to 'Off >', 'Notices' set to '0 >', and 'Filed Bills' set to '0 >'. An orange circle highlights the 'eBills' setting.

5 If the Payee cannot be set up for an eBill, you will see "Ineligible" listed by the arrow across from "eBills", and nothing will happen when you click this arrow.

The screenshot shows the Paytrust interface for a payee named 'VERIZON ONLINE'. The left sidebar contains navigation options: Bills, Payees (selected), Documents, Messages, Settings, and Logout. The main content area displays payee information and settings. The 'Settings' section is expanded, showing 'eBills' set to 'Ineligible >', 'Autopay' set to 'Off >', 'Reminder' set to 'Off >', 'Notices' set to '0 >', and 'Filed Bills' set to '0 >'. An orange circle highlights the 'Ineligible >' status next to the 'eBills' setting.

6 If the account is eligible you will see "Enroll" next to this arrow. Click "Enroll".

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VERIZON WIRELESS

Payee Information Edit

Name
Verizon Wireless

Service Category
Not specified

Account No. (Last 4 Digits)
**0001

Settings

eBills Enroll >

Autopay Off >

Reminder Off >

Notices 0 >

Filed Bills 0 >

Is hidden

7 To Turn on eBills, click the toggle button on the right side of the page.

0001)
Providing your account information, you will enable electronic billing and discontinue paper statements.



8 Select the Bill Frequency by clicking the arrow on the right side of the page.

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(...0001)

By providing your account information, you will enable electronic billing and discontinue paper statements.

eBills

Frequency
No specific schedule

Cell Phone Number

Cell Phone Number (Required field)

Password

Password (Required field)

Next

9 Select the correct frequency for the Payee's bills.

PAYTRUST

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Bills

Payees

Documents

Messages

Settings

Monthly

Weekly

Every Two Weeks

Twice a Month

Every Four Weeks

Every 2 Months

Every 3 Months

10

Once you've made your selection, a check mark will appear next to the selected frequency.

[< Back](#) **Frequency**

- Monthly ✓
- Weekly
- Every Two Weeks
- Twice a Month
- Every Four Weeks
- Every 2 Months
- Every 3 Months
- Every 4 months
- Every 6 Months
- Annually
- One time
- No specific schedule

11

Click "Back" once you've set the frequency.

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sazcob abrefgob

- Bills
- Payees**
- Documents
- Messages
- Settings

- Monthly ✓
- Weekly
- Every Two Weeks
- Twice a Month
- Every Four Weeks
- Every 2 Months
- Every 3 Months

12 Enter the information asked for your account in the appropriate fields.

Since this account is for Verizon Wireless, we will add our Verizon Phone number and the password to log in to our Verizon Wireless account.

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(...0001)

By providing your account information, you will enable electronic billing and discontinue paper statements.

eBills

Frequency

Monthly

Cell Phone Number

Cell Phone Number

(Required)

Password

Password

(Required)

Next

123456

(...0001)

By providing your account information, you will enable electronic billi

eBills

Frequency

Monthly

Cell Phone Number

914-819-0941

Password

Password

The image shows a web interface for managing payees. On the left is a sidebar with a blue header 'Payees' and menu items: 'Documents', 'Messages', 'Settings', and 'Logout'. The main content area is a form with the following fields:

- Frequency:** Monthly
- Cell Phone Number:** 914-819-0941
- Password:** Password

Below the password field is a grey button.



Please note: When setting up eBills, you may be asked for any number of pieces of information such as an account number, your username and password, your email address or phone number, or an address for the Payee, as every company requires unique data to login and retrieve statements.

To fully set up your eBill, please enter the appropriate information in the fields, even though you may be asked for something different for each account you set up.

Important: Be sure the information you input refers to the information used to set up your account with the specific Payee, not Paytrust.

For example, when asked to enter a Username and Password, you will need to enter your Username and Password that you use to log in to the Payee's website, not your username and password used to log in to Paytrust.

13 Once you have completed all fields, click "Next".

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(...0001)

By providing your account information, you will enable electronic billing and discontinue paper statements.

eBills



Frequency

Monthly



Cell Phone Number

914-819-0941

(Required field)

Password

.....



(Required field)

Next

14 You will see a loading screen. Do not exit the browser page until the process has finished.

Frequency


Monthly

Cell Phone Number

914-819-0941

Password

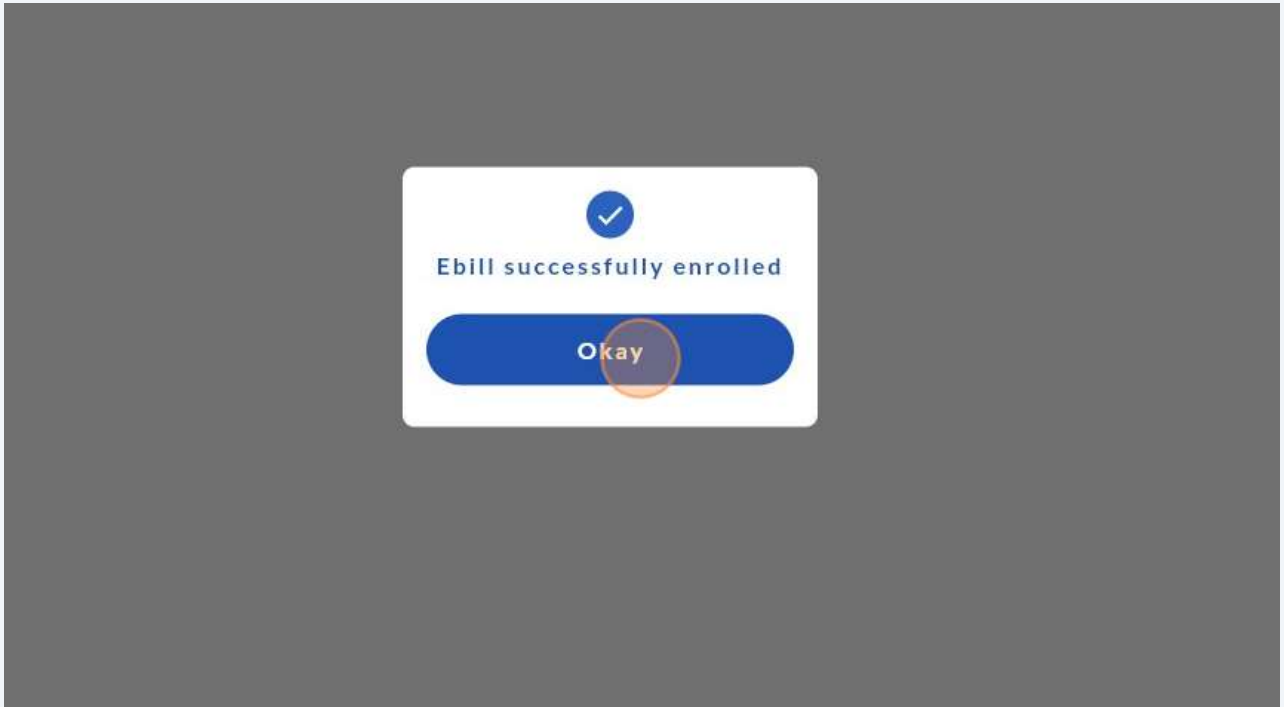
.....

 Loading
This process may take up
to 1 minute.

Next

15

Once the enrollment is complete, you will see this confirmation that your eBill has been set up. Click "Okay".



Once you've set up eBills, if you'd like to set up or update Autopay rules for the Payee, please refer to [this guide](#), for more information.

Turning off EBills

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You will now see on the payee page, that the arrow next to "EBills" will display as "Enrolled".

If you would like to shut off the ebill, click "Enrolled".



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VERIZON WIRELESS

Payee Information Edit

Name
Verizon Wireless

Service Category
Not specified

Account No. (Last 4 Digits)
**0001

Settings

eBills	Enrolled >
Autopay	Off >
Reminder	Off >
Notices	0 >
Filed Bills	0 >

Is hidden

17

Toggle the switch to off.

001)

oving your account information, you will enable electronic billing and discontinue paper statements.



18 Click "Back" to return to the Payee account page.



(...0001)

By providing your account information, you will enable eBills