

Attaching a Document in eBilling

1. Login to eBilling System.
2. Enter your Service Provider Number (SPN).
3. Click the Invoice Tab.
4. Locate the invoice you would like to attach a document to.
5. In Invoice Search window click EDIT on Invoice Line. The edit icon looks like



this:

6. To Add a Document Click on ADD DOCUMENT ICON. The ADD DOCUMENT ICON



looks like this: . (Adding a document can be done either before or after editing the invoice. Adding a document must be done before submitting the invoice.)

7. A pop up window will appear. It says File Uploads in the upper left hand corner.
8. In the File Upload Screen click the SELECT button. The SELECT button looks like



this:

9. A window will appear allowing you to choose a file to upload.
10. Select the file you would like to upload by clicking the appropriate file.
11. Click the OPEN button.
12. You can repeat steps number 6-10 to choose additional files to attach.
13. After selecting the files you would like to upload, click the UPLOAD button. It



looks like this:

14. The attached files will appear in a list on the lower portion of the File Upload pop up window.
15. Close the window by clicking the X in the right hand corner of the pop up screen.
16. To confirm the file is there you can click on ADD DOCUMENT ICON to review.



The ADD DOCUMENT ICON looks like this:

PLEASE NOTE: Documents can be attached on either the Service Provider Billing Details screen or the individual consumer Calendar Data Entry screen.