Chapter 9:
eBilling Module

Overview

Introduction

The **eBilling** module allows you to access your online bills (eBills), specify your delivery options, request and view a history of your charges and add more billing accounts to your Qwest Control® Enterprise ID.

In this Chapter

This chapter contains the following topics:

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Overview, continued

In this Chapter (continued)

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View eBill List

Introduction

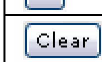
The **View eBill** screen provides you a listing of the account numbers associated to your Qwest Control Enterprise ID that are established for eBilling. From this screen you can access your online bills (eBills). This screen is divided into three sections: Functions, Filters and View eBill.

- The **Functions** section allows you to refresh the application for new data.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **View eBill** section displays the account numbers associated with your Qwest Control Enterprise ID.

Note: If you have been assigned an **eBill Admin User** role, you will receive notification that your current eBill invoice is available in the Qwest Control system for review.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **View eBills** screen.

Field Name	Description
Functions Section	
Application Refresh	This link allows you to refresh the application for new data.
Filters Section	
Account Number	This field allows you to enter the unique identifier of the account you want to filter. **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter a partial value of **3032**, the system may return **3032**1, **3032**2, **3032**3. etc.
Name	This field allows you to enter the name of the account you want to filter **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter **San**, the system will return account names **San**ta Claus. etc.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include ***QLD*** (**Q**west **L**ong **D**istance).
Last Invoice	This field allows you to enter the total dollar amount of each account's previous invoice that you want to filter.
Balance	This field allows you to enter the current balance owed for each account you want to filter.
	This button allows you to apply your filter.
	This button allows you to clear the current filter.
View eBill List Section	
Account #	This column displays the unique provider maintained identifier assigned for each account in the list.

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View eBill List, continued

Fields and Descriptions

(continued)

Field Name	Description
Account Name	This column displays the customer maintained identifier assigned for each account in the list.
Type	This column provides the type of account for each listed item. Values include ***QLD*** (**Q**west **L**ong **D**istance).
Last Invoice	This column displays the total dollar amount of each account's previous invoice.
Balance	This column displays the current balance owed for each account listed.
Total	This row displays the total balance due for all accounts currently displayed on the screen.

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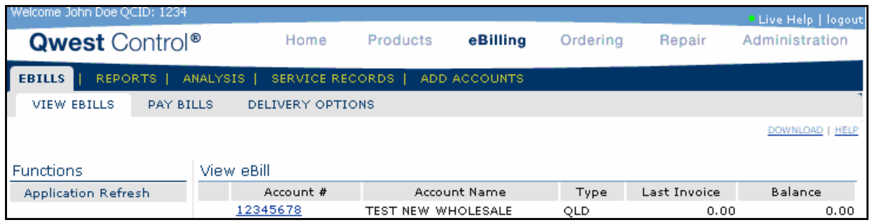
Viewing eBills

Procedure Follow the steps in the procedure below to **access** the **View eBills** screen.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

From the **Home** page, click on the **eBilling** module.

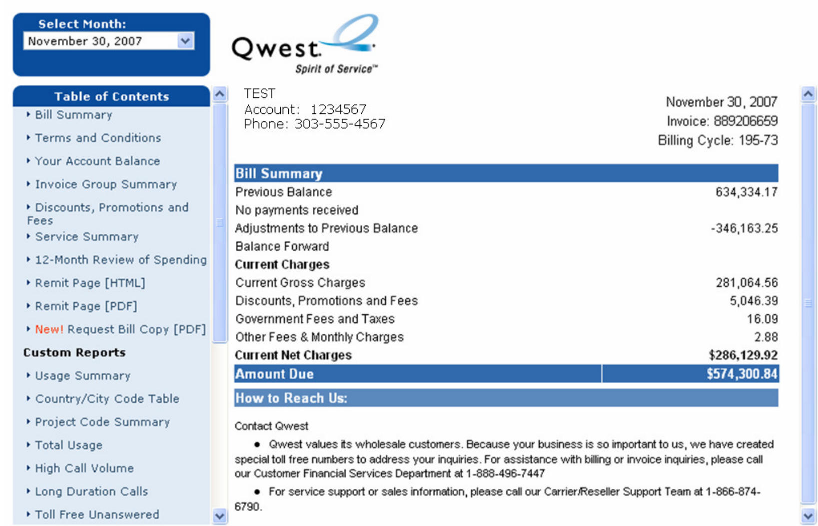
Result: The **View eBills** screen appears.



</td></tr>
<tr><td>2</td><td>

From the **Account #** column, click on the account number hyperlink to view the listed eBill.

Result: The **eBill invoice** screen appears.



</td></tr>
</table>

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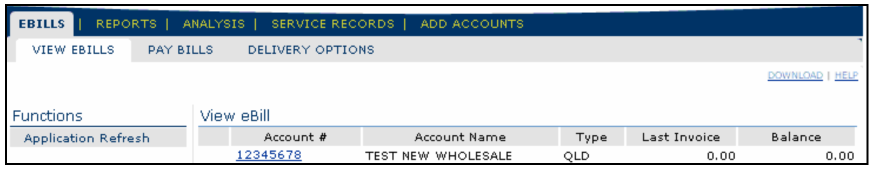
Refresh the View eBills List

Procedure Follow the steps in the procedure below to **refresh** the **View eBill** screen.

Step	Action
1	From the **View eBills** list screen, click on the **Application Refresh** link from the **Functions** section. **Result:** The **View eBills** screen refreshes. 

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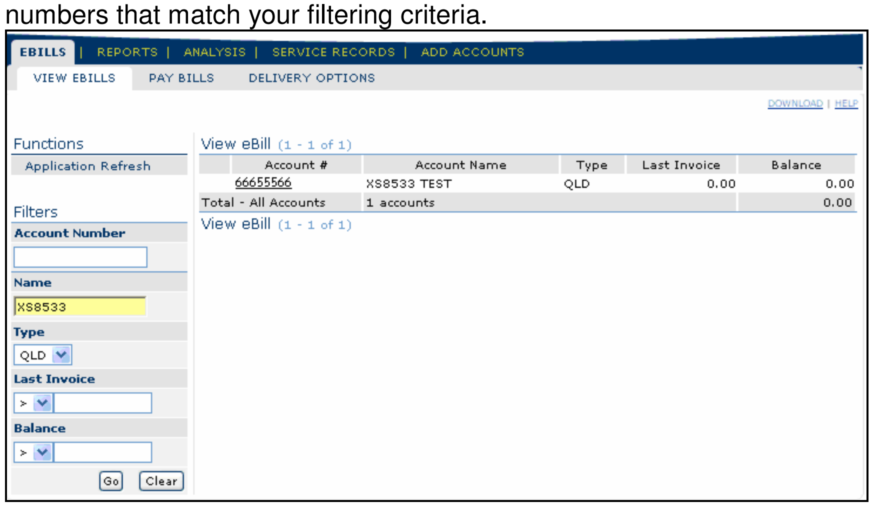
Filtering the View eBills List

Procedure Follow the steps in the procedure below to **filter** the **View eBill** list.

Step	Action
1	From the **View eBills** list screen, enter the unique identifier for your account in the **Account Number** field (if applicable).
2	In the **Name** field (if applicable), enter the name of your account.
3	From the **Type** drop down list (if applicable), select **QLD** for Qwest Long Distance.
4	From the **Last Invoice** drop-down list (if applicable), select an operator (greater than [>], less than [<] or equal to [=]) for the value you enter in **Step 5**.
5	In the **Last Invoice** field (if applicable), enter the total dollar amount of each account's previous invoice to base your search. **Note:** The drop-down list and field work together to create the value for your filter. For example, selecting ">" in **Step 4** and typing "500" in **Step 5** would return all invoices a previous balance of 500 dollars.
6	From the **Balance** drop-down list (if applicable), select an operator (greater than [>], less than [<] or equal to [=]) for the value you enter in **Step 7**.
7	In the **Balance** field (if applicable), enter the dollar amount of the balance on the account(s) for your search. **Note:** The drop-down list and field work together to create the value for your filter. For example, selecting ">" in **Step 6** and enter "300" in **Step 7** would return all accounts that have an outstanding balance greater than $300.
8	Click  . **Result**: The **View eBill** list refreshes and displays only the account numbers that match your filtering criteria. 
9	If needed, click  to view all the account numbers without a filter.

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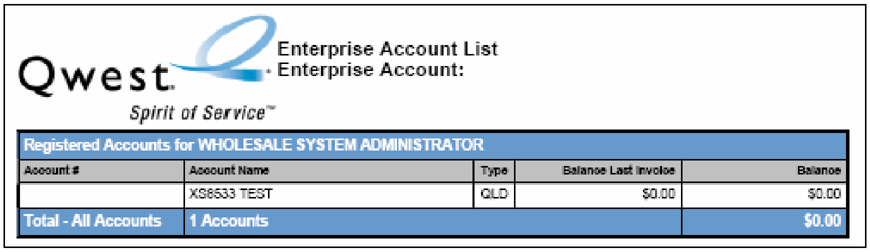
Downloading the eBill List

Procedure Follow the steps in the procedure below to **download** your **View eBill** list.

Step	Action
1	From the **View eBills** list screen, click on the DOWNLOAD hyperlink. **Result:** Your **View eBill** list is exported to a PDF file. 

Qwest
Spirit of Service™
Enterprise Account List
Enterprise Account:

Registered Accounts for WHOLESALE SYSTEM ADMINISTRATOR				
Account #	Account Name	Type	Balance Last Invoice	Balance
	XS8533 TEST	QLD	$0.00	$0.00
Total - All Accounts	1 Accounts			$0.00

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Pay Bills

Introduction

The **Pay Bills** (including Pay Bills Summary, Payment History, Pay – Credit Card, Pay – Bank Account, Auto Pay, etc.) functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

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Delivery Options

Introduction

The **Delivery Options** screen provides you a listing of the accounts associated with your Qwest Control Enterprise ID. This screen is divided into three sections: Functions, Filters and Delivery Options.

- The **Functions** section allows you to select the manner in which you want bills for your accounts to be delivered.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **Delivery Options** section displays a list of accounts associated to your Qwest Control Enterprise ID.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **Delivery Options** list screen.

Field Name	Description
Functions Section	
Delivery Options	This link allows you to view a listing of the available **Delivery Options**.
Paperless Billing	This option is not available to Wholesale customers.
Paper Billing	This link allows you to add accounts to receive a full paper bill; this is not recommended for Wholesale customers.
One Page Direct	This link allows you to reduce the size of your paper invoice by receiving a one-page bill summary and remittance slip in the mail, while still receiving your eBill online.
Request Paper Bill	This option is not available to Wholesale customers.
Bill Reports	This link allows you to select reporting details that will be included in your monthly invoice.
Application Refresh	This link allows you to refresh the application for new data.
Filters Section	
Account Number	This field allows you to enter the unique identifier of the account you want to filter. **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter a partial value of **3032**, the system will return account numbers **3032**1, **3032**2, **3032**3. etc.
Name	This field allows you to enter the name of the account you want to filter **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter **San**, the system will return account names **San**ta Claus, **San**itation, etc.

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Delivery Options, continued

Fields and Descriptions (continued)

Field Name	Description
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include ***QLD*** *(***Q**west **L**ong **D**istance).
Delivery Methods	This drop-down list allows you to select the means by which bills are sent to the account(s) you want to filter.
Balance	The field allows you to enter the dollar amount of the balance on the accounts you want to filter. **Note**: This field displays only under the Bill Reports function.
Go	This button allows you to apply your filter.
Clear	This button allows you to clear the current filter.
Delivery Options Section	
Account #	This column displays the unique provider maintained identifier for each account listed.
Account Name	This column displays the unique customer maintained identifier for each account listed.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include ***QLD*** *(***Q**west **L**ong **D**istance).
Delivery Method	This column identifies the delivery method for each account listed.
Balance	This column displays the current balance owed for each account listed. **Note**: This field displays only under the Bill Reports function.

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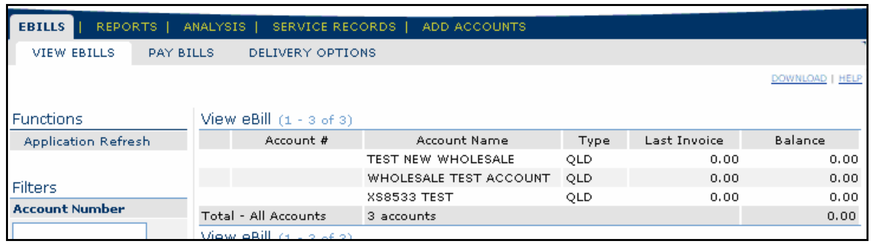
Viewing the Delivery Options

Procedure Follow the steps in the procedure below to **view** the **Delivery Options** screen.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

From the **Home** page, click on the **eBilling** module.

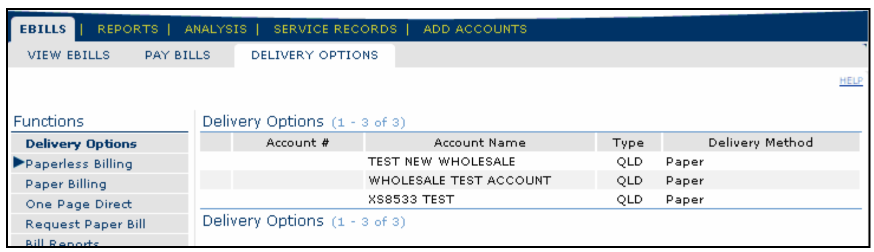
Result: The **View eBills** screen appears.



</td></tr>
<tr><td>2</td><td>

From the **View eBills** screen, click on the **Delivery Options** menu option.

Result: The **Delivery Options** screen appears.



</td></tr>
</table>

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Paperless Billing

Introduction

The **Paperless Billing** (including Add Non-Automatic Payment Accounts, Add Automatic Payment Accounts and Remove Accounts) functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

Paper Billing

Introduction

The **Enroll Full Paper** screen allows you to begin the process of signing accounts to receive only paper bills; this option is not recommend for the Wholesale customer.

- The **Functions** section allows you to select the manner in which you want bills for your accounts to be delivered.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **Enroll Full Paper** section displays a list of accounts that are available to enroll for Paper Billing.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **Enroll in Full Paper** screen.

Field Name	Description
Enroll Full Paper	
☐	This checkbox allows you to select the account(s) you want to enroll for Full Paper billing.
Account #	This column displays the unique provider maintained identifier for each account listed.
Account Name	This column displays the unique customer maintained identifier for each account listed.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include **QLD** (**Q**west **L**ong **D**istance).
Delivery Method	This column identifies the delivery method for each account listed.

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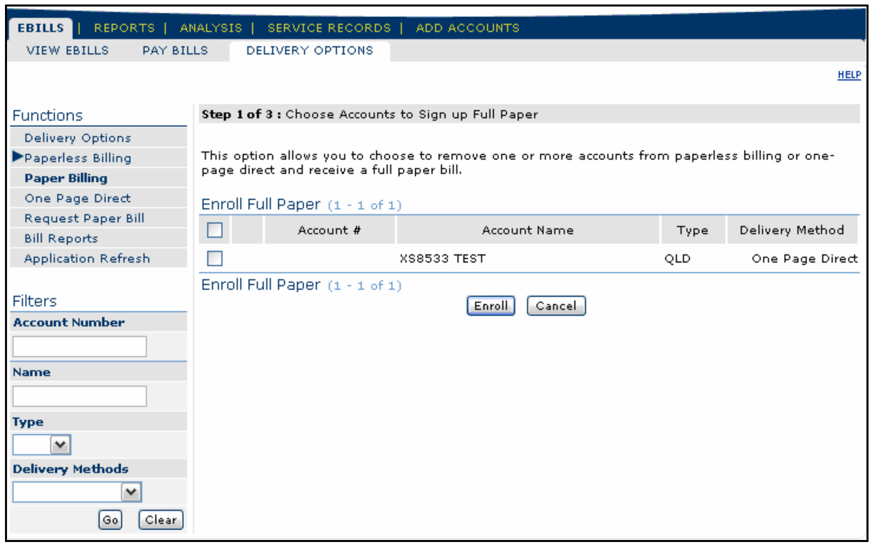
Accessing Paper Billing

Procedure Follow the steps in the procedure below to **access** the **Paper Billing** screen.

Step	Action
1	From the **Delivery Options** screen, click on the **Paper Billing** functions link. **Result**: The **Enroll Full Paper** screen appears. 

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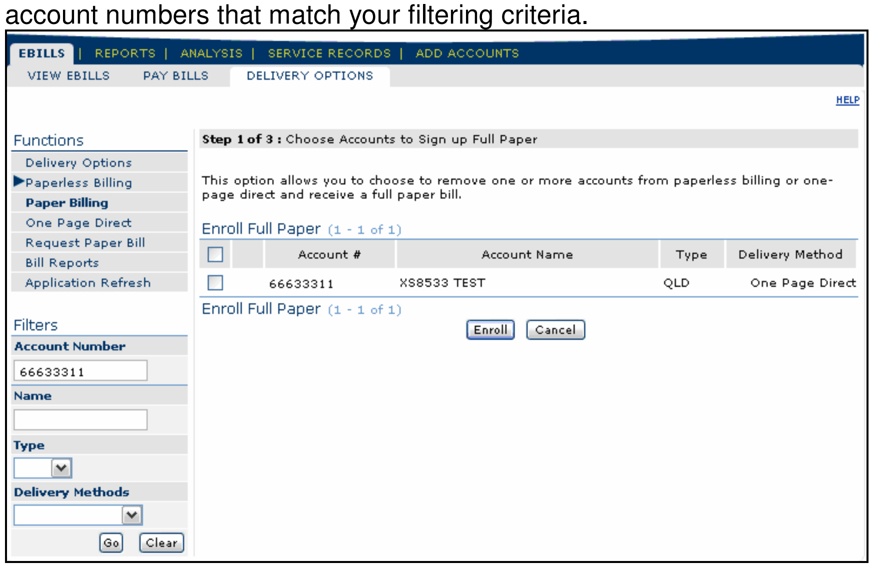
Filtering the Paper Billing List

Procedure Follow the steps in the procedure below to **filter** the **Paper Billing** list.

Step	Action
1	From the **Enroll Full Paper** list screen, enter the unique identifier for your account in the **Account Number** field (if applicable).
2	In the **Name** field (if applicable), enter the name of your account.
3	From the **Type** drop down list (if applicable), select **QLD** for Qwest Long Distance.
4	From the **Delivery Method** drop-down list, select the means by which bills are sent to the account(s) you want to filter.
5	Click Go. **Result**: The **Enroll Full Paper** list refreshes and displays only the account numbers that match your filtering criteria. 
6	If needed, click Clear to view all the account numbers without a filter.

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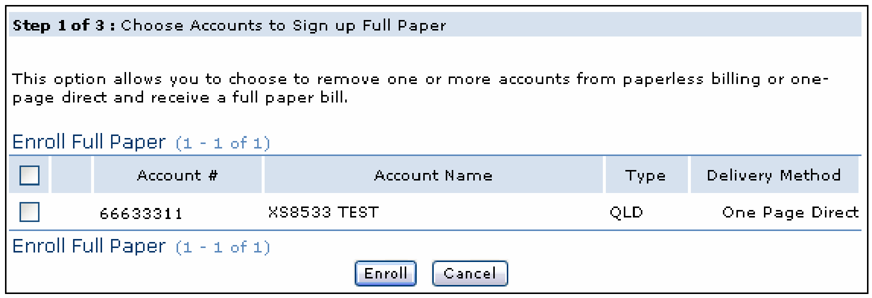
Enrolling Accounts in Full Paper Billing

Procedure Follow the steps in the procedure below to **enroll** an account for **Full Paper** billing.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

From the **Delivery Options** screen, click on the **Paper Billing** functions link.

Result: The **Step 1 of 3: Choose Accounts to Sign up Full Paper** screen appears.



</td></tr>
<tr><td>2</td><td>

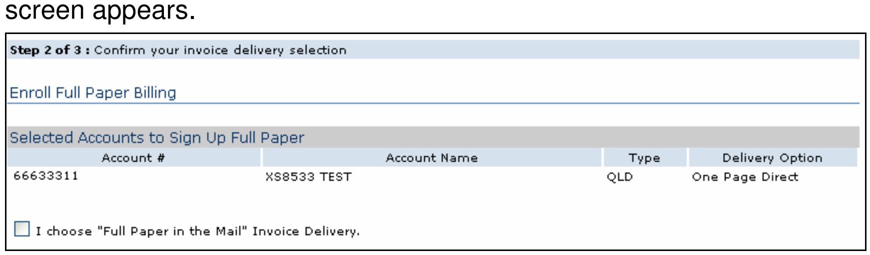
From the **Enroll Full Paper** list, select the checkbox for each account listed you want to enroll in Full Paper billing.

</td></tr>
<tr><td>3</td><td>

Click 

.

Result: The **Step 2 of 3: Confirm your invoice delivery selection** screen appears.



</td></tr>
</table>

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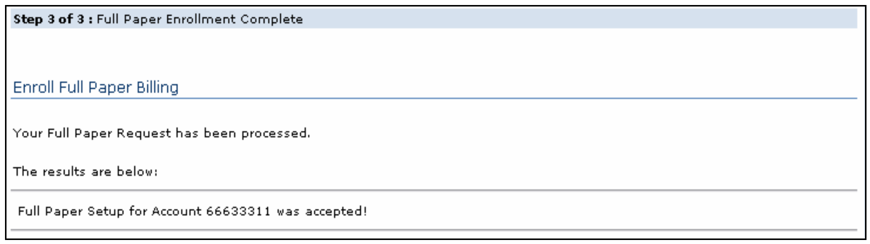
Enrolling Accounts in Full Paper Billing, continued

Procedure (continued).

Step	Action
4	Select the **I choose "One Page Direct" Invoice Delivery** checkbox.
5	Click  . **Result**: The **Step 3 of 3: Full Paper Enrollment Complete** confirmation screen appears. 
6	Click  . **Result**: The system returns you to the **Delivery Options** screen.

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One Page Direct

Introduction

The **Enroll in One Page Direct** screen allows you to select One Page Direct billing for one or all of your listed accounts; this is the recommended delivery option for Wholesale customers. This screen is divided into three sections: Functions, Filters and Enroll in One-Page Direct.

- The **Functions** section allows you to select the manner in which you want bills for your accounts to be delivered.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **Enroll in One Page Direct** section displays a list of accounts that are available for One Page Direct billing.

Note: One-Page Direct is only available for **QLD** accounts.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **Enroll in One Page Direct** screen.

Field Name	Description
Enroll in One Page Direct	
☐	This checkbox allows you to select the account(s) you want to enroll for One Page Direct billing.
Account #	This column displays the unique provider maintained identifier for each account listed.
Account Name	This column displays the unique customer maintained identifier for each account listed.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include **QLD** (**Q**west **L**ong **D**istance).
Delivery Method	This column identifies the delivery method for each account listed.

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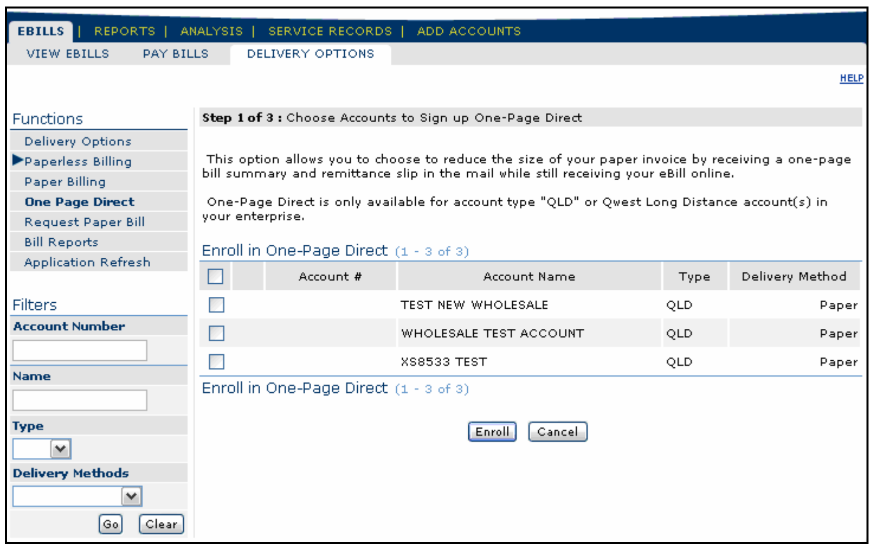
Accessing One Page Direct

Procedure Follow the steps in the procedure below to **access** the **One Page Direct** screen.

Step	Action
1	From the **Delivery Options** screen, click on the **One Page Direct** functions link. **Result**: The **Enroll in One Page Direct** screen appears. 

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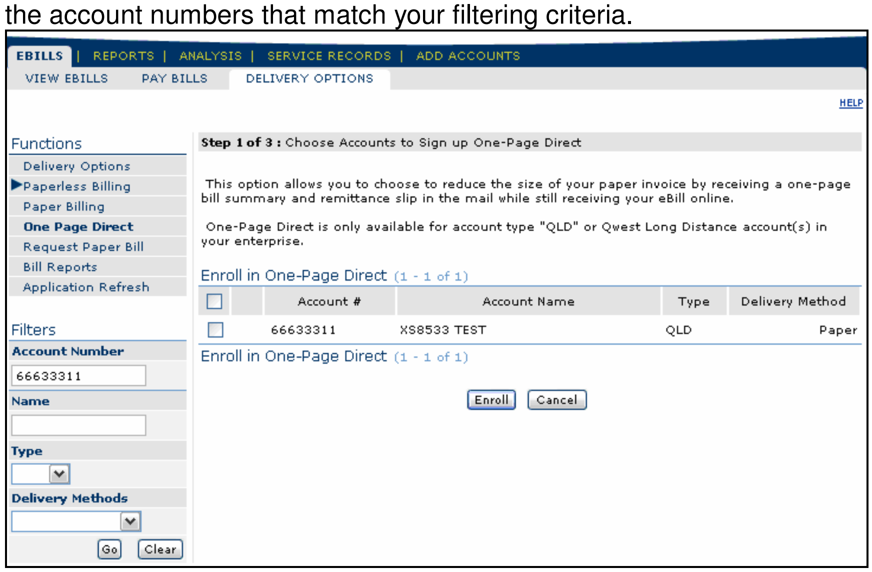
Filtering the One Page Direct List

Procedure Follow the steps in the procedure below to **filter** the **One Page Direct** list.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Enroll in One Page Direct list screen, enter the unique identifier for your account in the Account Number field (if applicable).</td></tr>
<tr><td>2</td><td>In the Name field (if applicable), enter the name of your account.</td></tr>
<tr><td>3</td><td>From the Type drop down list (if applicable), select QLD for Qwest Long Distance.</td></tr>
<tr><td>4</td><td>From the Delivery Method drop-down list, select the means by which bills are sent to the account(s) you want to filter.</td></tr>
<tr><td>5</td><td>Click Go.

Result: The Enroll in One Page Direct list refreshes and displays only the account numbers that match your filtering criteria.

</td></tr>
<tr><td>6</td><td>If needed, click Clear to view all the account numbers without a filter.</td></tr>
</table>

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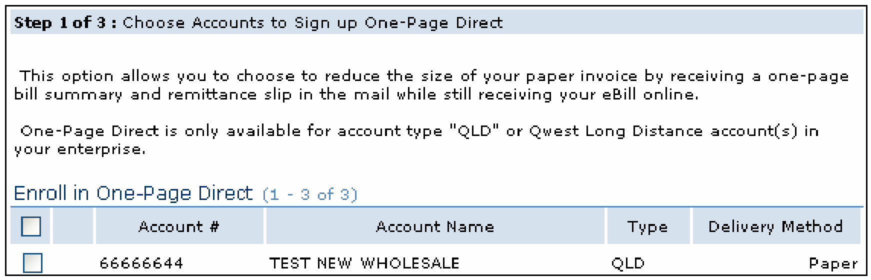
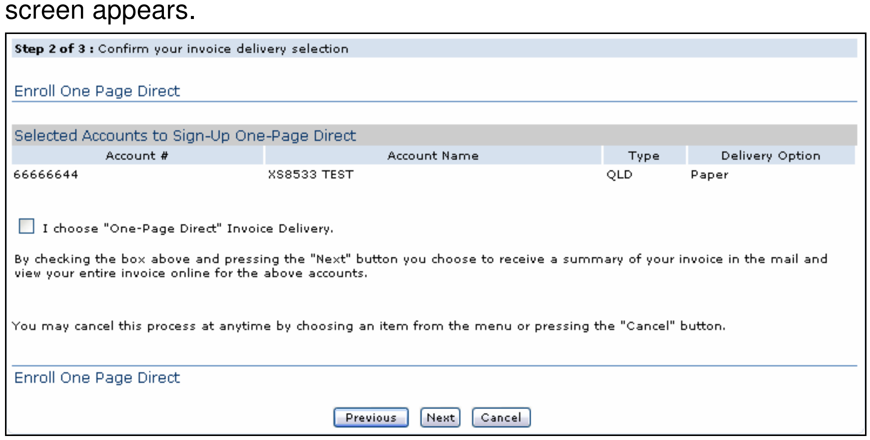
Enrolling Accounts in One Page Direct Billing

Procedure

Follow the steps in the procedure below to **enroll** an account for **One Page Direct** billing.

Step	Action
1	From the **Delivery Options** screen, click on the **One Page Direct** functions link. **Result**: The **Step 1 of 3: Choose Accounts to Sign up One-Page Direct** screen appears. 
2	From the **Enroll in One Page Direct** list, select the checkbox for each account listed you want to enroll in One Page Direct billing.
3	Click Enroll. **Result**: The **Step 2 of 3: Confirm your invoice delivery selection** screen appears. 

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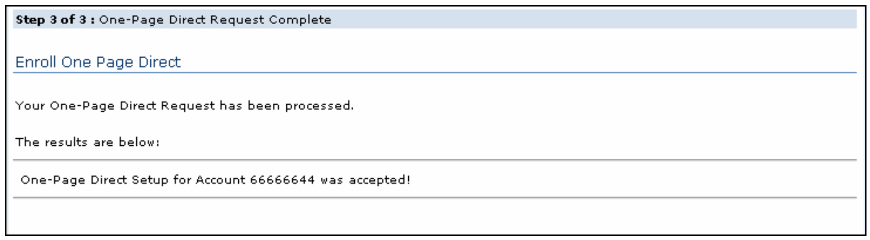
Enrolling Accounts in One Page Direct Billing, continued

Procedure (continued)

Step	Action
4	Select the **I choose "One Page Direct" Invoice Delivery** checkbox.
5	Click Next. **Result**: The **Step 3 of 3: One-Page Direct Request Complete** confirmation screen appears. 
6	Click Done. **Result**: The system returns you to the **Delivery Options** screen.

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Request a Paper Bill

Introduction

The **Request Paper Bill** functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

Bill Reports

Introduction

The **Choose Bill Reports** screen allows you to select an account and generate reporting details that will be included in your monthly invoice. This screen is divided into three sections: Functions, Filters and Choose Bill Reports.

- The **Functions** section allows you to select the manner in which you want bills for your accounts to be delivered.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **Choose Bill Reports** section displays a list of accounts that are available for monthly reporting.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **Choose Bill Reports** screen.

Field Name	Description
Choose Bill Reports	
	This radio button allows you to choose the account for which you want to select reports.
Account #	This column displays the unique provider maintained identifier for each account listed.
Account Name	This column displays the unique customer maintained identifier for each account listed.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include **QLD** (**Q**west **L**ong **D**istance).
Balance	This column displays the current balance owed for each account listed.
Report Selections	
PAC Summary	This option allows you to include a **PAC** (**P**roject **A**ccount **C**ode) **Summary** report with your monthly invoice.
Total Usage	This option allows you to include a **Total Usage** report with your monthly invoice.

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Bill Reports, continued

Fields and Descriptions (continued)

Field Name	Description
High Call Volume	This option allows you to include a **High Call (HC) Volume** report with your monthly invoice. **Note**: When requesting this report you will need to select a **HC Unit of Measure** and a **Threshold Value**. The values may include the following: • HC Unit of Measure = Minutes of Usage, Dollars Charged or No. of Calls. • Threshold Value = This value must be between 5 and 999.
Long Duration	This option allows you to include a **Long Duration (LD)** report with your monthly invoice. **Note**: When requesting this report you will need to select a **LD Unit of Measure** and a **Threshold Value**. The values may include the following: • LD Unit of Measure = Minutes of Usage or Dollars Charged • Threshold Value = This value must be between 30 and 999.
Unanswered Call	This option allows you to include an **Unanswered Call** report with your monthly invoice.
Top City	This option allows you to include a **Top City** report with your monthly invoice. **Note**: When requesting this report you will need to select a **Threshold Value**. This value must be between 5 and 100.
Area Code Summary	This option allows you to include an **Area Code Summary** report with your monthly invoice. **Note**: When requesting this report you will need to select a **Sort Order**. This value may include Sort by Area Code (numeric), Sort by State then Area Code or Sort by Total Charges in Area Code.
LATA Summary	This option allows you to include a **LATA Summary** report with your monthly invoice.

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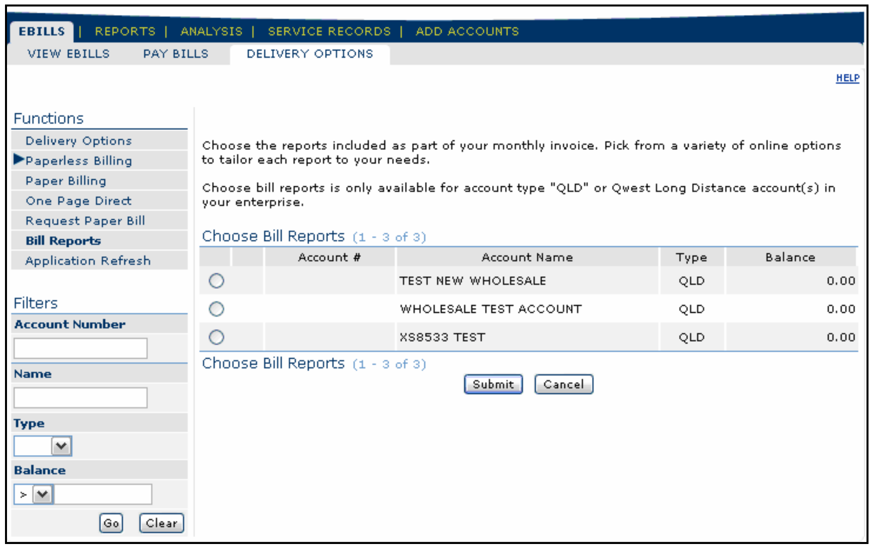
Accessing Bill Reports

Procedure Follow the steps in the procedure below to **access** the **Choose Bill Reports** screen.

Step	Action
1	From the **Delivery Options** screen, click on the **Bill Reports** functions link. **Result**: The **Choose Bill Reports** screen appears. 

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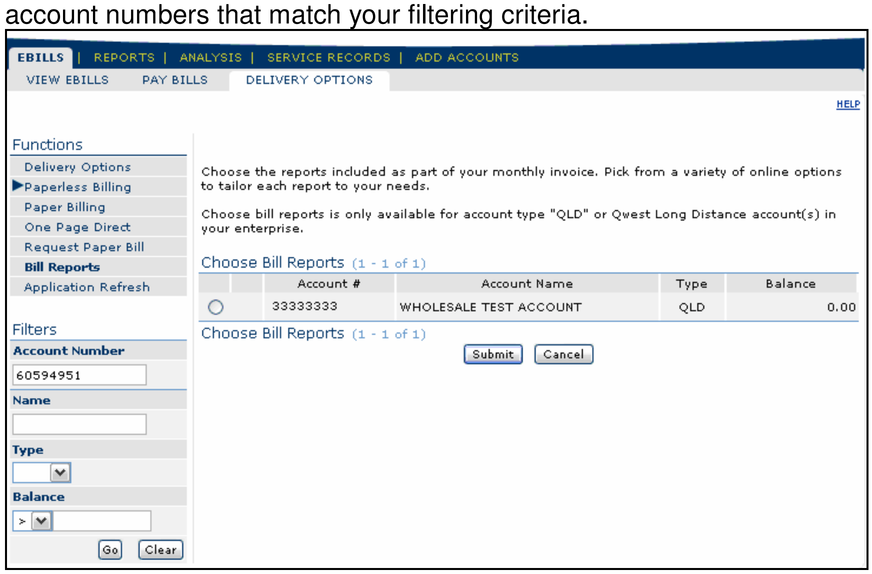
Filtering the Bill Reports List

Procedure Follow the steps in the procedure below to **filter** the **Bill Reports** list.

Step	Action
1	From the **Choose Bill Reports** list screen, enter the unique identifier for your account in the **Account Number** field (if applicable).
2	In the **Name** field (if applicable), enter the name of your account.
3	From the **Type** drop down list (if applicable), select **QLD** for Qwest Long Distance.
4	From the **Balance** drop-down list (if applicable), select an operator (greater than [>], less than [<] or equal to [=] for the value you enter in **Step 5**.
5	In the **Balance** field (if applicable), enter the dollar amount of the balance on the account(s) for your search. **Note:** The drop-down list and field work together to create the value for your filter. For example, selecting ">" in **Step 4** and enter "300" in **Step 5** would return all accounts that have an outstanding balance greater than $300.
6	Click Go. **Result**: The **Choose Bill Repots** list refreshes and displays only the account numbers that match your filtering criteria. 
7	If needed, click Clear to view all the account numbers without a filter.

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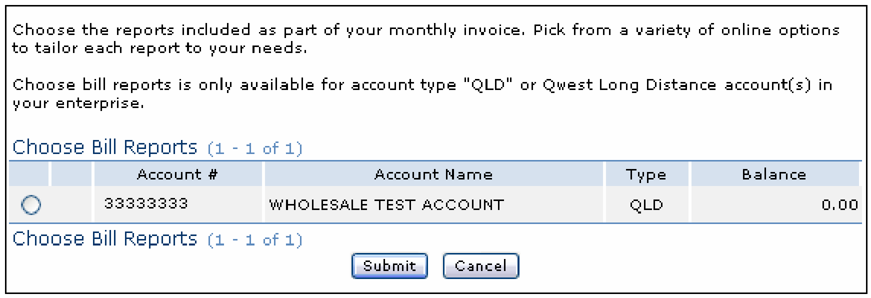
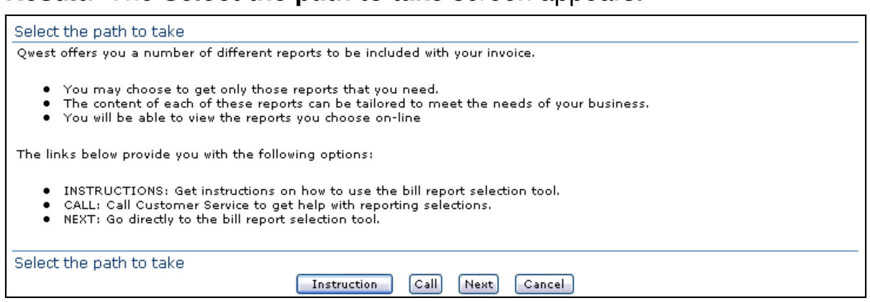
Selecting Bill Reports

Procedure

Follow the steps in the procedure below to **select** the **Bill Reports** that shall be included in your monthly invoice.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Delivery Options screen, click on the Bill Reports functions link.

Result: The Choose Bill Reports screen appears.

</td></tr>
<tr><td>2</td><td>From the Choose Bill Reports list, select the radio button for each account that should be included in your request.</td></tr>
<tr><td>3</td><td>Click .

Result: The Select the path to take screen appears.

</td></tr>
</table>

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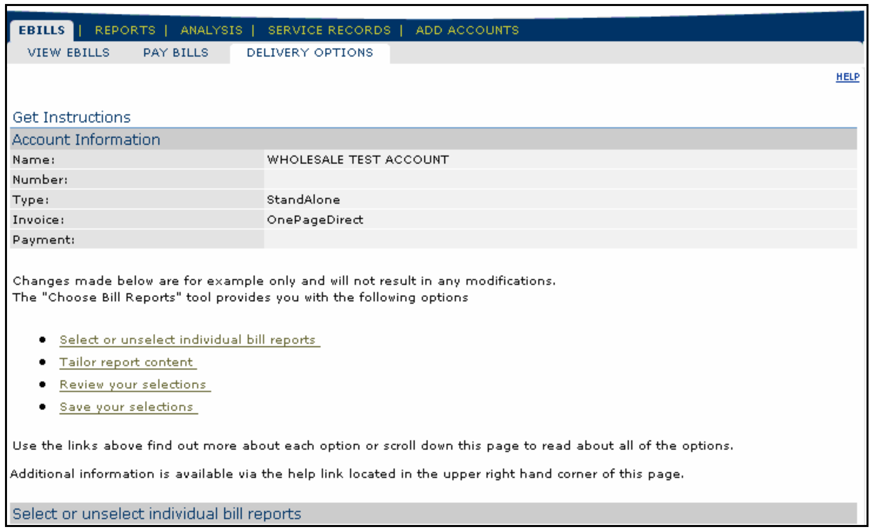
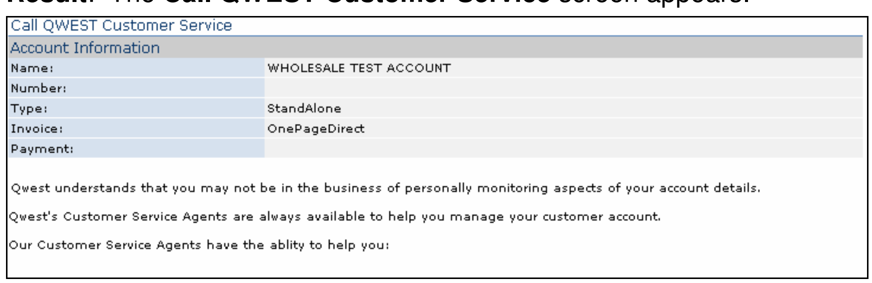
Selecting Bill Reports, continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Click Instruction for help in completing the report request.

Result: The **Get Instructions** screen appears.

</td></tr>
<tr><td>5</td><td>Click Previous to return to the **Select the path to take** screen.</td></tr>
<tr><td>6</td><td>Click Call to obtain contact information for further assistance.

Result: The **Call QWEST Customer Service** screen appears.

</td></tr>
</table>

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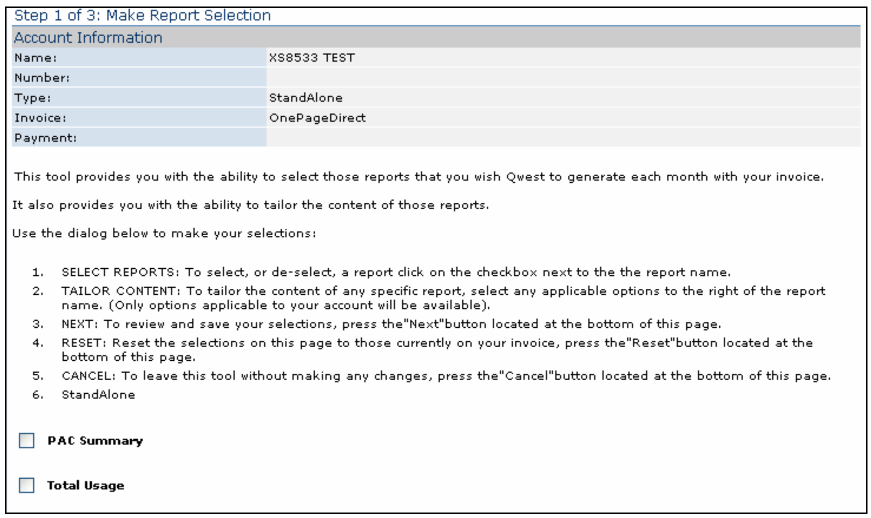
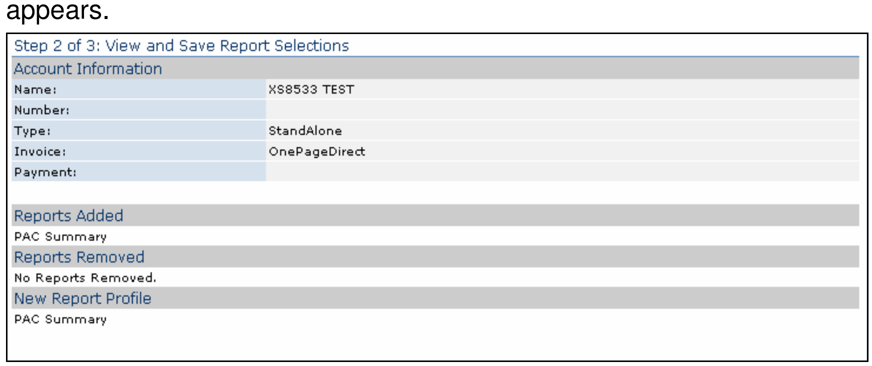
Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>Click Previous to return to the Select the path to take screen.</td></tr>
<tr><td>8</td><td>Click Next to continue the process of selecting the reports to be included with your monthly invoice.

Result: The Step 1 of 3: Make Report Selection screen appears.

</td></tr>
<tr><td>9</td><td>From the Make Report Selection checkbox(es), select each report that should be included in your monthly invoice.</td></tr>
<tr><td>10</td><td>Click Next.

Result: The Step 2 of 3: View and Save Report Selections screen appears.

</td></tr>
</table>

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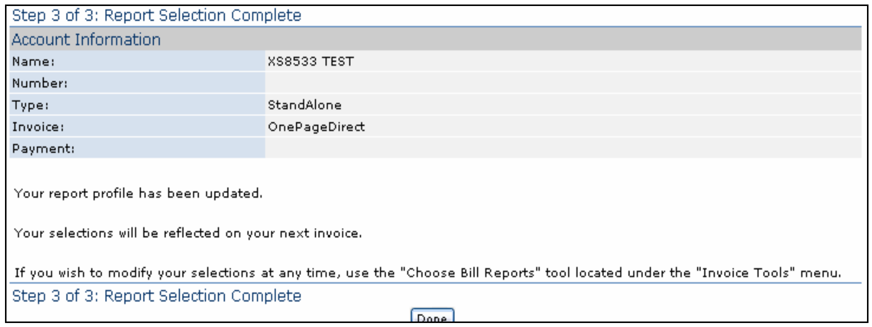
Selecting Bill Reports, continued

Procedure (continued)

Step	Action
11	Click Next to confirm your selections. **Result**: The **Step 3 of 3: Report Selection Complete** screen appears. 
12	Click Done . **Result**: The system returns you to the **Delivery Options** screen.

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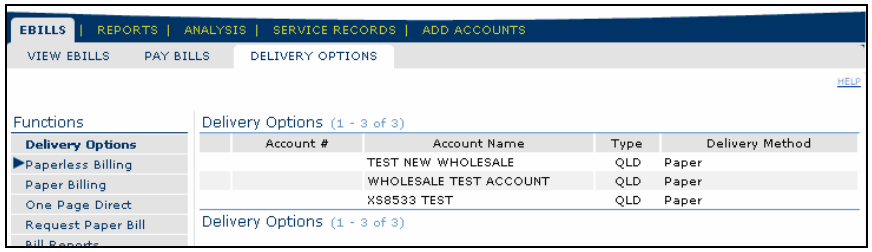
Refresh the Delivery Options List

Procedure Follow the steps in the procedure below to **refresh** the **Delivery Options** screen.

Step	Action
1	From the **Delivery Options** list screen, click on the **Application Refresh** link from the **Functions** section. **Result:** The **Delivery Options** screen refreshes. 

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Request Bill Copy [PDF]

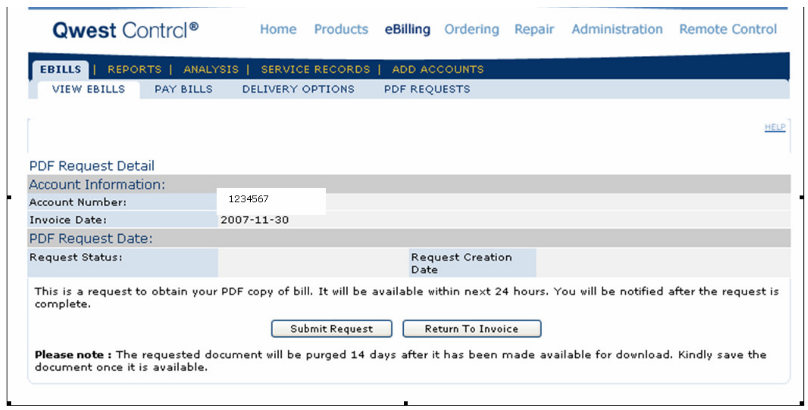
Introduction

The **Request Bill Copy [PDF]** allows you to create a full PDF copy of your bill and download it to your own computer. You will submit a request for a particular month by account. You can request the previous 12 months. Once you submit a request an email will be sent to you within 24 hours letting you know the PDF is available. Once it is available you will click on the PDF REQUEST tab and click on the appropriate account.

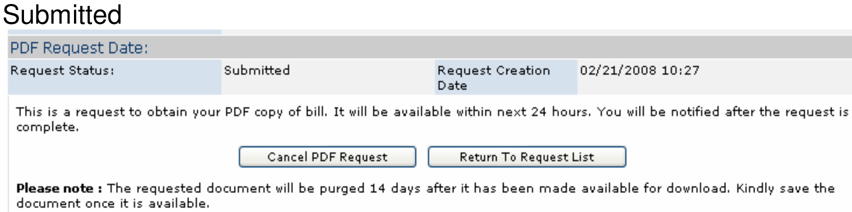
Procedure

Follow the steps in the procedure below to **request** the **Request Bill Copy [PDF]**.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the View eBills list screen under table of contents click on Request Bill Copy.</td></tr>
<tr><td>2</td><td>Result: The PDF Request Detail screen appears.


</td></tr>
<tr><td>3</td><td>Make sure that the information is correct and click on

You will then get a confirmation that the PDF Request Status: Submitted


</td></tr>
</table>

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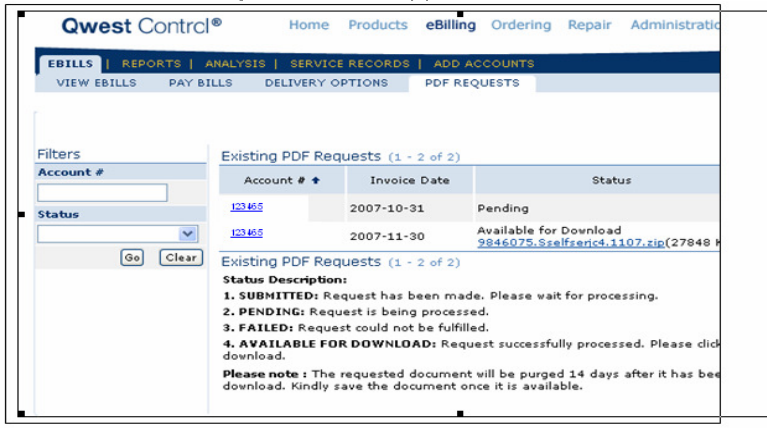
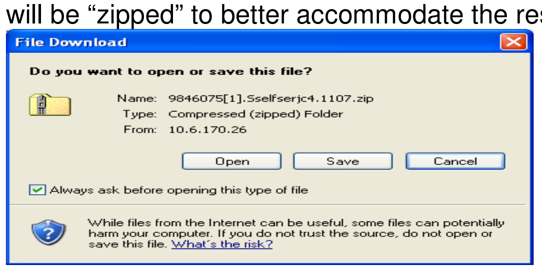
Request Bill Copy [PDF], continued

<table>
<tr><td>4</td><td>Once you receive an email stating that your PDF is ready click on PDF Request module.

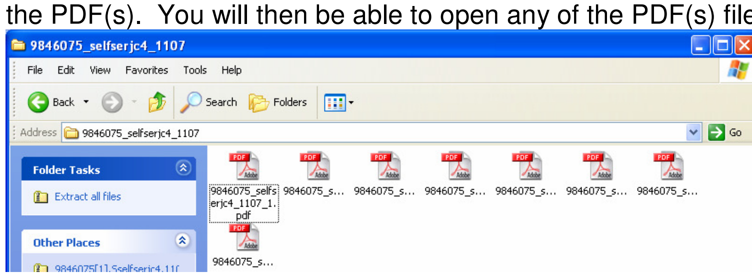
Result: The PDF Request screen appears.



</td></tr>
<tr><td>5</td><td>Click on the hyperlink that is available for Download
Note: For large accounts that are over 500 pages the resulting PDF(s) will be “zipped” to better accommodate the resulting size. Click on open.



This may take several minutes depending on the performance of your personal computer.</td></tr>
<tr><td>6</td><td>You will then see a file to click on. Once you click on the file you will see the PDF(s). You will then be able to open any of the PDF(s) files.



If there are multiple PDFs they will be labeled _1, _2, _3 etc.</td></tr>
</table>

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eBill Summary Report

Introduction

The **eBill Summary Report** screen allows you to generate an online summary of billing information across one or more accounts participating in your Qwest Control Enterprise ID. You may select a view of one month or six months to display your the most recent billing information. This screen is divided into three sections: Functions, Filters and eBill Summary.

- The **Functions** section allows you to generate a new report.
- The **Filters** section of the screen allows you to define the criteria for your list of account numbers. Once your criterion is applied the screen will only display those account numbers based on the criteria defined.
- The **eBill Summary** section displays a list of accounts available to generate your report.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **eBill Summary Report** screen.

Field Name	Description
Functions Section	
eBill Summary Report	This link allows you view a list of reports generated and available for review.
Generate New Report	This link allows you to generate a new eBill Summary report.
Filters Section	
Account Number	This field allows you to enter the unique identifier of the account you want to filter. **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter a partial value of **3032**, the system will return account numbers **3032**1, **3032**2, **3032**3, etc.
Account Name	This field allows you to enter the name of the account you want to filter **Note**: The system automatically applies a wildcard character to the value entered. **Example**: If you enter **San**, the system will return account names **San**ta Claus, **San**itation, etc.
Type	This drop-down list allows you to select the kind of account you want to filter. Your options include ***QLD*** (**Q**west **L**ong **D**istance).
Last Invoice	This field allows you to enter the total dollar amount of each account's previous invoice.
Go	This button allows you to apply your filter.
Clear	This button allows you to clear the current filter.

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eBill Summary Report, continued

Fields and Descriptions (continued)

Field Name	Description
eBill Summary Section	
Report Name	This field allows you to enter a descriptive name for the eBill Summary report.
Time Period	This drop-down list allows you to select the period for your report. **Note**: You may choose to generate the report for one of the previous six months or the entire six-month period.
☐	This checkbox allows you select the accounts you want to include in the report. **Note:** If an account has sub-accounts associated with it, you may select either the primary or the sub-accounts; however not both.
Account #	This column displays the unique provider maintained identifier for each account listed.
Account Name	This column displays the unique customer maintained identifier for each account listed.
Type	This drop-down list allows you to select the type of account. Your options include **QLD** (**Q**west **L**ong **D**istance).
Submit Request	This button allows you to generate your eBill Summary report.

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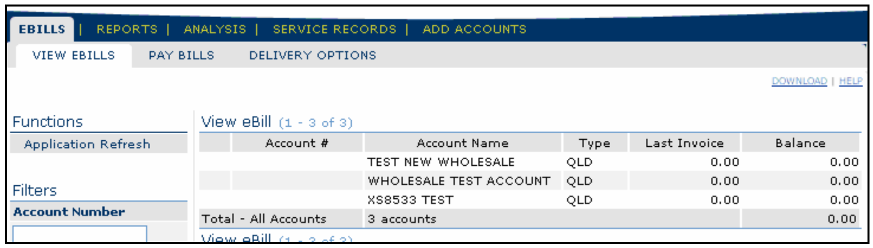
Viewing the eBill Summary Report List

Procedure

Follow the steps in the procedure below to **access** the **eBill Summary** report list screen.

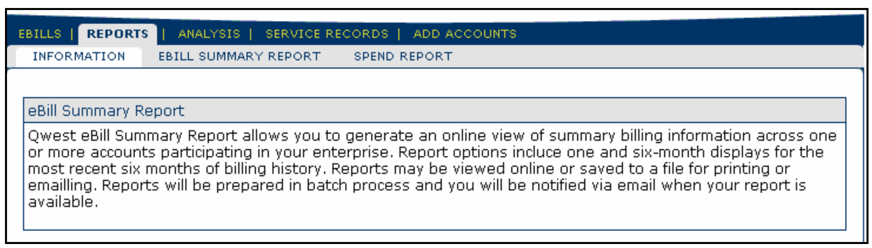
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
From the Home page, click on the eBilling module.

Result: The View eBills screen appears.



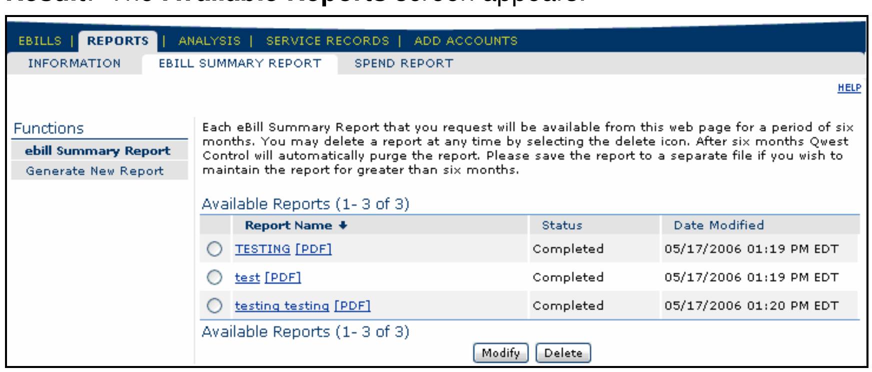
</td></tr>
<tr><td>2</td><td>
From the View eBills screen, click on the Reports application.

Result: The reports Information screen appears.



</td></tr>
<tr><td>3</td><td>
From the Information screen, click on the eBill Summary Report menu.

Result: The Available Reports screen appears.



</td></tr>
</table>

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Sorting the eBill Summary Report List

Procedure Follow the steps in the procedure below to **sort** the **eBill Summary** report list screen.

Step	Action
1	From the **eBill Summary Report** screen, click on the **Report Name** column label to sort the list by the report name defined.
2	From the **eBill Summary Report** screen, click on the **Status** column label to sort the list by the current status.
3	From the **eBill Summary Report** screen, click on the **Date Modified** column label to sort the list by the date and time the report was last modified.

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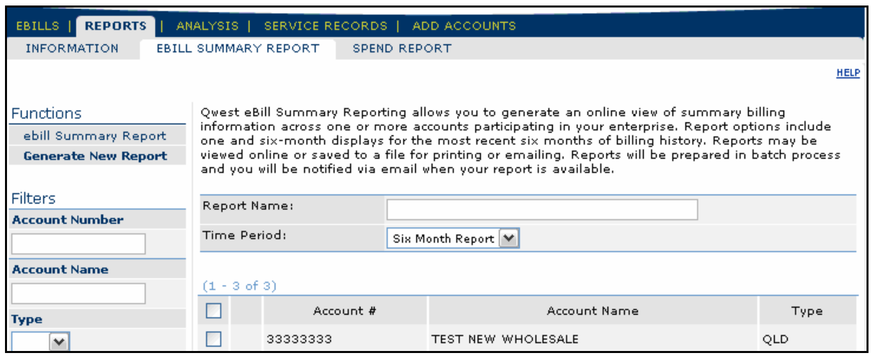
Accessing the Generate New Report

Procedure

Follow the steps in the procedure below to **access** the **Generate New Report** screen.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the eBill Summary Report screen, click on the Generate New Report functions link.

Result: The Generate New Report screen appears.

</td></tr>
</table>

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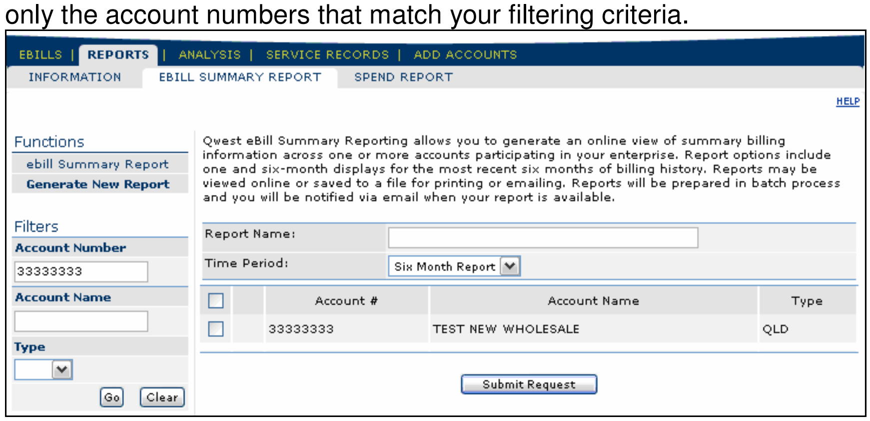
Filtering the eBill Summary Account List

Procedure Follow the steps in the procedure below to **filter** the **eBill Summary Report** list.

Step	Action
1	From the **Generate New Report** list screen, enter the unique identifier for your account in the **Account Number** field (if applicable).
2	In the **Account Name** field (if applicable), enter the name of your account.
3	From the **Type** drop down list (if applicable), select **QLD** for Qwest Long Distance.
4	Click . **Result**: The **Generate New Report** account list refreshes and displays only the account numbers that match your filtering criteria. 
5	If needed, click  to view all the account numbers without a filter.

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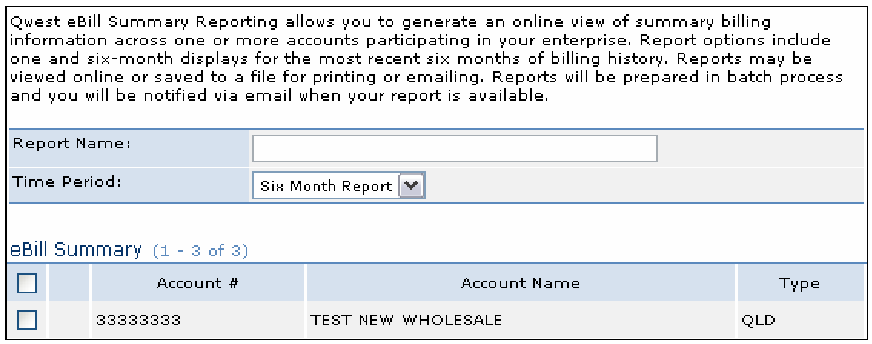
Generating an eBill Summary Report

Procedure Follow the steps in the procedure below to **generate** the **eBill Summary** report.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Reports application, click on the eBill Summary Report menu.</td></tr>
<tr><td>2</td><td>From the Functions section, click on the Generate New Report link.

Result: The Generate eBill Summary Report screen appears.

</td></tr>
<tr><td>3</td><td>In the Report Name field, enter a brief description to name your report.</td></tr>
<tr><td>4</td><td>From the Time Period drop-down list, select a specific Month/Year or all Six Months.</td></tr>
<tr><td>5</td><td>Select the checkbox(es) for the accounts that should be included in your report.

Note: If an account has sub-accounts associated with it, you may select either the primary or the sub-accounts; however not both.</td></tr>
<tr><td>6</td><td>Click Submit Request .

Result: The system processes your request and returns you to the Available Reports screen.</td></tr>
</table>

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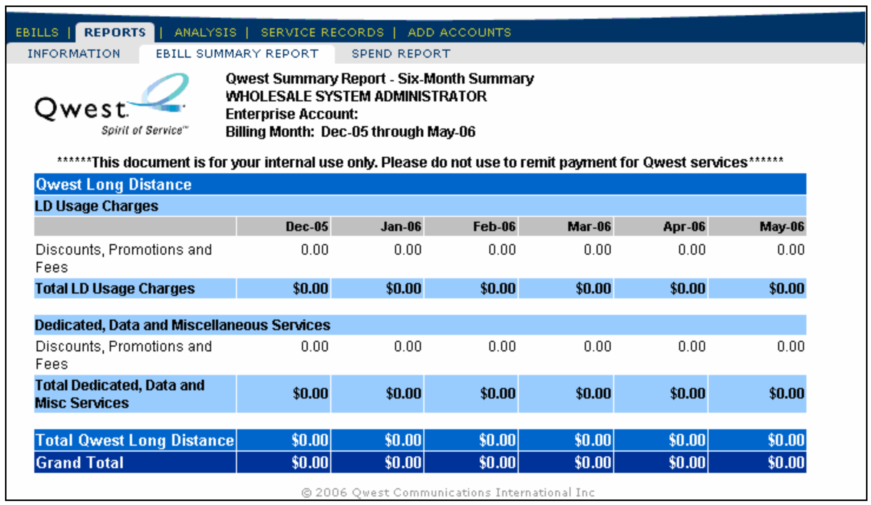
Viewing the eBill Summary Report Details

Procedure

Follow the steps in the procedure below to **view** the **eBill Summary** report details screen.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the eBill Summary Report screen, click on the desired Report Name link.

Result: The eBill Summary Report Details screen appears.



Note: To view in a PDF file version, click on the PDF hyperlink under the Report Name column name.</td></tr>
</table>

	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06
Discounts, Promotions and Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total LD Usage Charges	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Dedicated, Data and Miscellaneous Services						
Discounts, Promotions and Fees	0.00	0.00	0.00	0.00	0.00	0.00
Total Dedicated, Data and Misc Services	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total Qwest Long Distance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Grand Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

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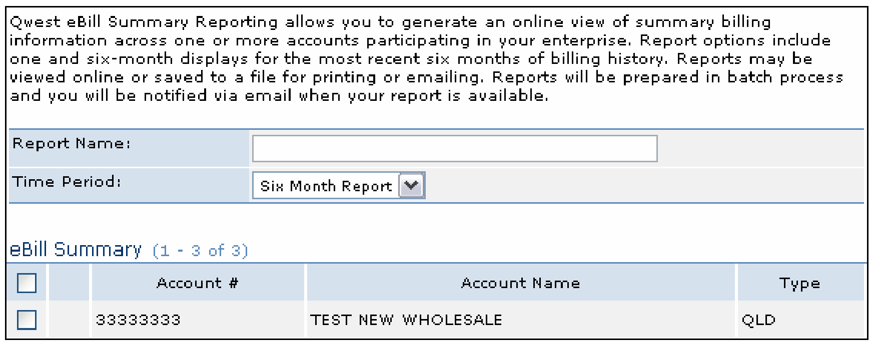
Modifying an eBill Summary Report

Procedure

Follow the steps in the procedure below to **modify** the **eBill Summary** report criteria.

Step	Action
2	From the **eBill Summary Report** screen, click on the radio button next to the report that needs modify.
3	Click Modify . **Result**: The **Generate eBill Summary Report** screen appears. 
4	**Modify** the fields on the screen, as needed.
5	Click Submit Request . **Result:** The system processes your request and returns you to the **Available Reports** screen.

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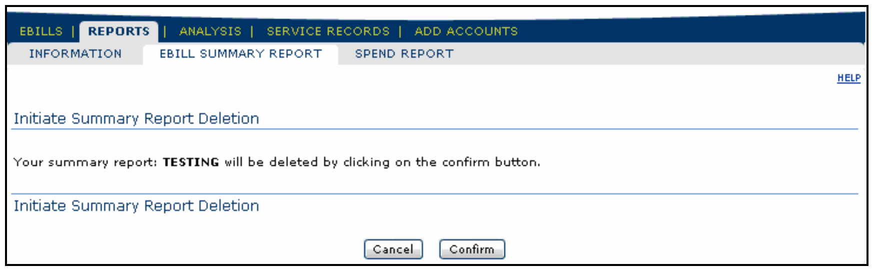
Deleting an eBill Summary Report

Procedure Follow the steps in the procedure below to **delete** an **eBill Summary** report.

Step	Action
1	From the **eBill Summary Report** screen, click on the radio button next to the report that needs deleted.
2	Click . **Result**: The **Initiate Summary Report Deletion** screen appears. 
3	Click . **Result:** The system processes your request and returns you to the **Available Reports** screen.

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QTA Spend Report

Introduction

The **Spend Report** functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

Analysis Application

Introduction

The **Analysis Application** (including Information, eBill Companion and LEC Data Files) functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

eBill Companion

Introduction

The **eBill Companion** (including: Data Files, Account Groups, Application Downloads) functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

LEC Data Files

Introduction

The **LEC Data Files** (including: Data Files and Accounts Groups) functionality is not available for Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

Service Records

Introduction

The **Service Records** functionality is not available to Wholesale customers and has been has been disabled by a Qwest System Administrator.

Please contact the Wholesale National Service Delivery Center at 1-800-291-7707 with any additional questions.

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Add Accounts

Introduction

The **Add Accounts** application allows you to register your accounts within the Qwest Control system. You can enter accounts one at a time or bulk upload accounts using a single file.

Note: You will need a copy of your invoice to register your accounts.

Fields and Descriptions

The table below describes the fields and buttons displayed on the **Add Accounts** application.

Field Name	Description
Account Number	This *required* field shall contain your unique customer **Account** number and is located in the top left corner of your monthly invoice/eBill under your Company Name.
Invoice Number	This *required* field shall contain your unique **Invoice** number and is located in the top right corner of your monthly invoice/eBill under the invoice date.
Browse...	This button allows you to browse and upload a CSV file containing the information for multiple accounts to be registered under your Qwest Control Enterprise ID.
Submit	This button allows you to save your entries in the Add Accounts application.

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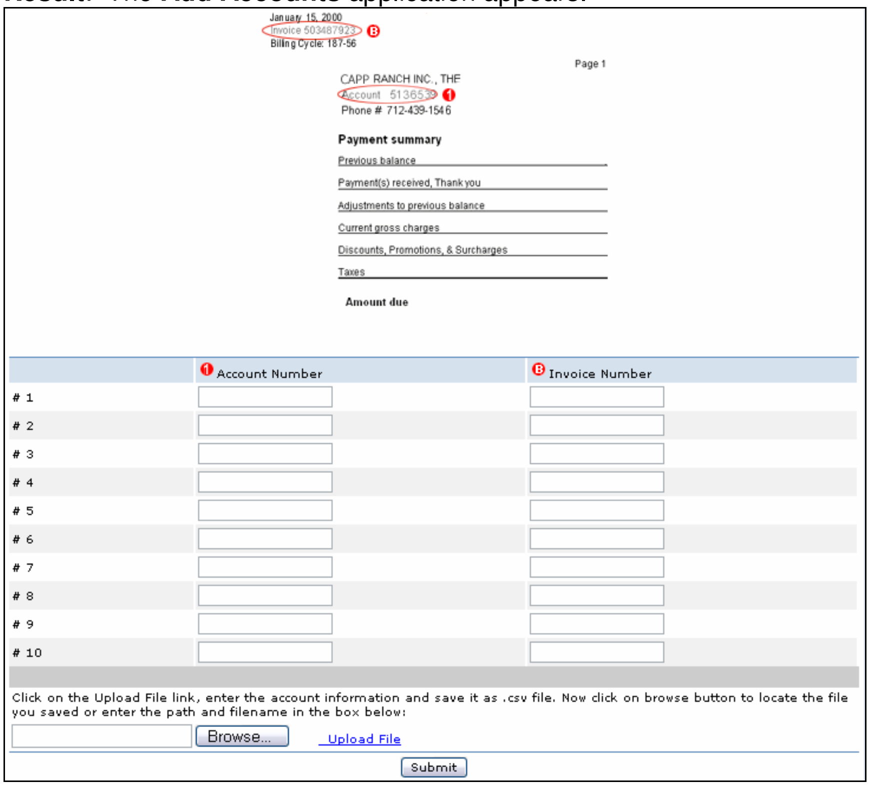
Adding an Account(s)

Procedure

Follow the steps in the procedure below to **register** an account in the **Add Accounts** application.

Step	Action
1	From the **eBilling** module, click on the **Add Accounts** application. **Result**: The **Add Accounts** application appears. 

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Adding an Account(s), continued

Procedure (continued)

Step	Action
2	In the **Account Number** field, enter your customer **Account** number. **Note**: The customer **Account** number can be located in the top left corner of your monthly eBill summary page, under your Company Name.
3	In the **Invoice Number** field, enter your **Invoice** number. **Note**: The **Invoice** number can be located in the top right corner of your monthly eBill summary page, under the invoice date.
4	Repeat **Steps 2** and **3** for each account that needs registered/added to your Qwest Control Enterprise ID.

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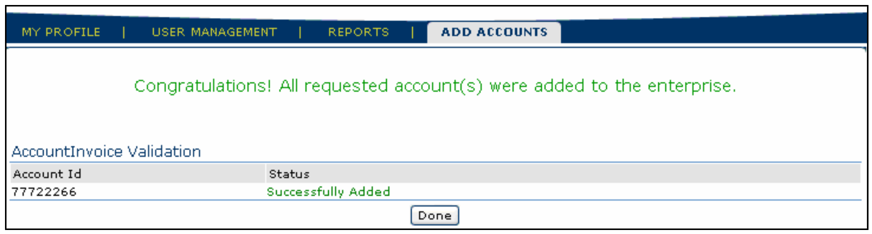
Adding an Account(s), continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Click Submit.

Result: The Qwest Control system validates the information you entered. If everything is correct, the accounts are added to your Qwest Enterprise ID and a confirmation page appears indicating a success or failure.

</td></tr>
<tr><td>6</td><td>Click Done.</td></tr>
</table>

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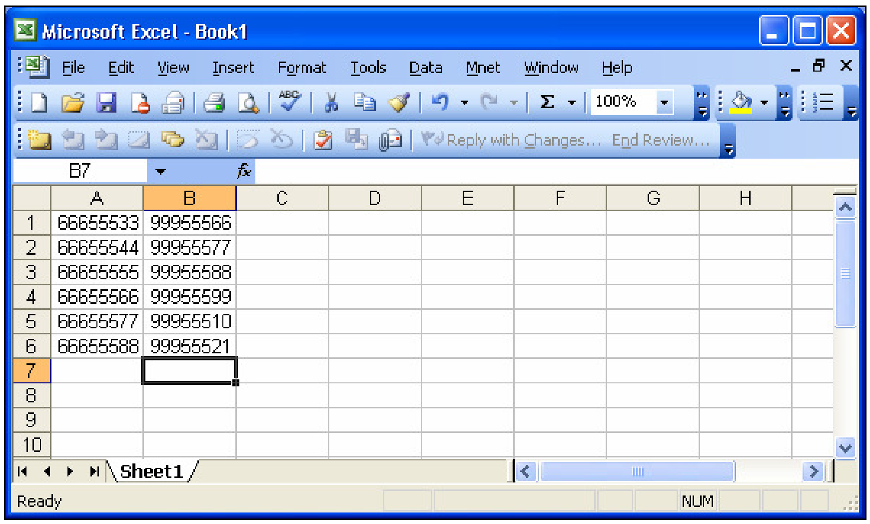
Uploading Multiple Accounts

Procedure

Follow the steps in the procedure below to **create** and **upload** file of multiple accounts.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From a text editing application such as Microsoft Excel, create an upload file with the following criteria:

In the first column enter all the Account Number(s) that will be added (punctuation, spaces, etc. must be excluded).
In the second column enter the corresponding Invoice Number(s) for each account number (punctuation, spaces, etc. must be excluded).
Delete sheets 2 and 3 from the excel spreadsheet.

Sample:

</td></tr>
<tr><td>2</td><td>Save the file with all the information as a *.CSV file. Note the directory in which you saved it.</td></tr>
</table>

Continued on next page

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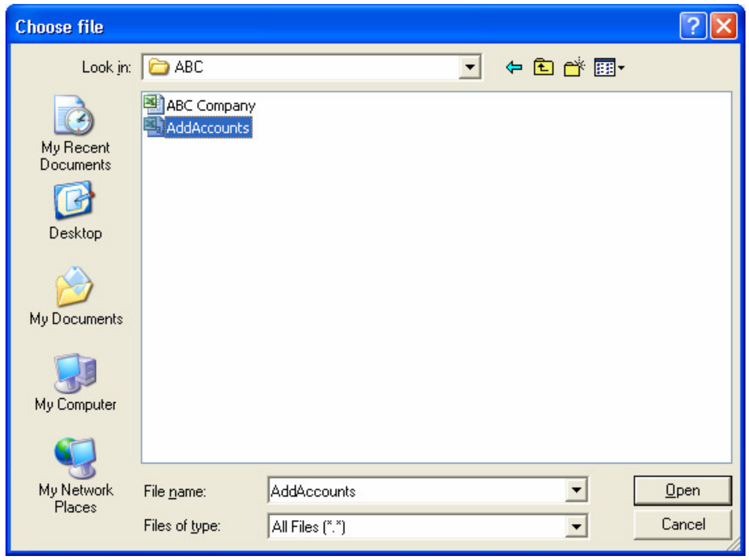
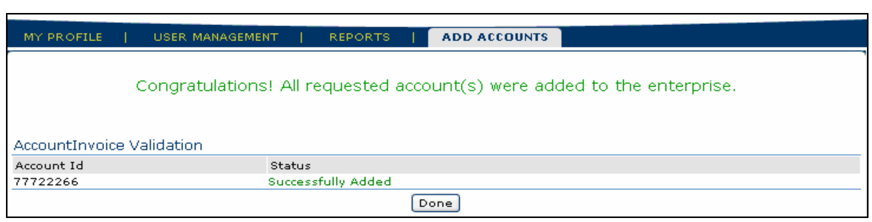
Uploading Multiple Accounts, continued

Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>From the Add Accounts screen, click Browse... .

Result: A Choose File dialog box appears.

</td></tr>
<tr><td>4</td><td>Navigate to the directory in which you placed the file.</td></tr>
<tr><td>5</td><td>Select the file and click Open .</td></tr>
<tr><td>6</td><td>Click Submit .

Result: The Qwest Control system validates the information you entered. If everything is correct, the accounts are added to your Qwest Enterprise ID and a confirmation page appears indicating a success or failure.

</td></tr>
<tr><td>7</td><td>Click Done .</td></tr>
</table>

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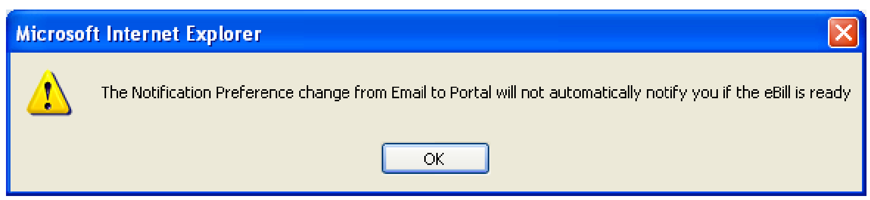
Modifying Email Notification

Procedure

Follow the steps in the procedure below to **modify** the **email notification.**
Note: Only CSA and eBill Admin User Group get email notifications and therefore these users will only have the option of changing the notification process.

Step	Action
1	From the **My Profile** screen under Administration, click on the drop down next to Notification Preferences. You must key in your current password into the Your Current Password field. **Note:** Preference 'Email' will send an email of billing notification to email address on file. Preference 'Portal' will have a note on the home page.
2	Click  . **Result**: A reminder will show.  Click OK. **Result:** A confirmation page appears, indicating the success or failure of the addition. 

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