



## Manage Your Billing Information Online

AT&T is now offering you the ability to manage your AT&T billing information conveniently and efficiently online – by using a single online tool on AT&T BusinessDirect® – if you subscribe to any of the following services:

- Virtual Telecommunications Service (VTNS)
- AT&T OneNet® Service
- AT&T Business Network Service (ABN)
- AT&T Data Services.

AT&T eBill\* gives you the ability to view your AT&T invoice details, analyze your billing data by creating standard or custom reports, make inquiries and request billing adjustments, see your payment history and even pay your bills online.

## Enjoy the Benefits of Multiple Online Capabilities

Accessing and managing your billing information electronically helps you:

- **Save time.** When you manage your billing information online, you will save time by eliminating phone calls to your AT&T Account Team and waiting for callbacks.
- **Gain hands-on control of your billing.** With AT&T eBill, you will be able to divvy up your charges by location, branch, department, or other operating unit that reflects the way your company does business. You'll also be able to restrict access to the various portions of the bill. For example, you would be able to structure the billing information so that each subsidiary accesses only its own billing data, while corporate headquarters accesses billing data for all subsidiaries.
- **Control costs.** With the online capability to dispute specific charges, you'll be able to keep a watchful eye on costs. In addition, powerful analytical capabilities built into the online tool will help you analyze your billing data to gain insights that could enable you to further control costs.
- **Get access to the information you need, when you need it.** You'll be able to access your billing information whenever it is convenient for you. And because your account balances and 12-month payment history will also be online, you will be able to review this current and historical information at your convenience without placing a call to AT&T.
- **Eliminate paper.** With AT&T eBill, you will be able to eliminate paper by getting your billing information online rather than receiving a hard copy. And because you will be able to download that information, you'll be able to save it easily, too.
- **Rely on industry-standard security practices.** AT&T helps to ensure that your online access to billing information is secure by providing this capability on a restricted web site and by employing industry-standard security practices.

## Benefits

- **Get the information you need, when you need it**
- **Keep an eye on costs by analyzing your billing data conveniently**
- **Gain hands-on control over the way you view your billing information – and who else may view it**
- **Pay your bills online conveniently and securely**
- **Save time by managing the billing function more efficiently**

## Capitalize on These Capabilities

**View your complete invoice details.** With AT&T eBill, you will be able to view your complete invoice details for the current billing cycle and the prior 12 months. And you'll be able to structure the information so that it mirrors the way you do business. For example, you can set up your reports so that each branch, operating unit, or other autonomous entity is broken out separately. And you can even restrict access to the various portions.

**Pay your AT&T bills online.** If you wish to pay your bills electronically, you will designate a business checking or savings account that you would like AT&T to debit whenever you use the capability. Then, you can go to the AT&T eBill web site at a convenient time each month and "click to pay" your AT&T bills for any of the services named above. When you pay your bills online, you will be able to pay the invoices for all of your accounts or just those accounts that you select. You will also have the option to pay the full amount or just a portion of the balance due.

**Retain control over the billing function.** One person in your company will be designated the Company Administrator. This person will determine who else in your company can access various portions of your billing information and what access privileges each user has. For example, your Company Administrator can give each user authority to do any or all of the following:

- Access an entire invoice or only specific sub-accounts.
- Make inquiries and request adjustments on his or her portion of the invoice.
- Make electronic bill payments for his or her portion of the bill during any billing cycle.

## Get Connected Today

To begin enjoying the features and benefits delivered by AT&T eBill, contact your AT&T Representative. If you are not already an AT&T BusinessDirect user, your AT&T Representative will handle the prerequisite registration for you.

## Features

- Analyze your billing information with:
  - Helpful standard reports, such as billing by AT&T service for each of your operating units
  - Powerful custom reports with point-and-click data filters
  - Built-in reporting capabilities that include searching, sorting, highlighting, graphing, trending, reporting variances and more
- Dispute charges as necessary. Charges you question will be deducted from your current amount due while AT&T researches the inquiry and brings it to resolution

For more information, contact your AT&T Representative, or visit [www.att.com/business](http://www.att.com/business).



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