

DO YOUR BIT FOR THE ENVIRONMENT AND HELP US TO BE PAPER FREE

Online Systems providing you with advanced telephone billing solution

As from the 1st December 2009 we are introducing a new streamlined billing process. This will enable us to do our part for the environment by reducing the amount of paper used and avoid any postal delays.

Your VAT invoice and full itemised call information will be available on our website which is www.online-systems.co.uk.

Our I-Bill system delivers a range of free of charge billing solutions into one simple format and features enhanced levels of call information.

- ✓ Reduce the amount of paper used.
- ✓ Free 24/7 secure online access to your account.
- ✓ Download and print your invoices.
- ✓ Export data to Excel for further analyses.
- ✓ Simple and easy to use.
- ✓ Alerts sent to a specified email address which will inform you of call activity over the value of £5.00.

The attached instructions will assist you in viewing your online bill.

For further information and to set up your email address for I-Bill alerts please contact: networks@online-systems.co.uk.


We look forward to continuing our service to you.

Online Systems Network Department

HOW TO ACCESS AND USE YOUR I-BILL

On your internet browser type in the following web-address.


www.online-systems.co.uk once there, click on blue box which says "Click here to view your landline bill".


 This will bring you to the user log-in window.

Your user name will be your six digit account number starting with 30...

Your Password will be your postcode, in lowercase with no spaces e.g. ab20sd.

 Select enter.

 If you are a new user enter email address and your new password will be emailed to you.

 Log-in using new password, once you have logged in you are able to navigate to various pages and reports.