

Index

» Payments by Direct Billing	2
» Payment by Direct Billing – Registration	3
» Payments by Direct Billing registrations – Advanced search	3
» Registration – Instruction of contract	4
» Payments by Direct Billing - Service registration - Data Entry	4
» Payments by direct billing- Service Registration- Confirmation	5
» Payments by direct billing- Service Registration – Application	5
» Payments by direct billing- Service modification – Contract	6
» Payments by direct billing- Service modification - Data entry	6
» Payments by direct billing- Service modification - Confirmation	7
» Payments by direct billing- Service modification – Application	7
» Payments by direct billing- Reactivation – Contract	8
» Payments by direct billing- Reactivation – Application	8
» Payments by direct billing- Cancellation – Confirmation	9
» Payments by direct billing- Cancellation – Application	9

» Payments by Direct Billing

What can I find on this page?

On this page, you can see the Payments by direct billing bills.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Payments by direct billing

Here you will find the Payments by direct billing button, which will take you to the *Payments by direct billing registration*.

2. Active bills

If there are no Payments by direct billing bills, the system will send the message "There are no bills registered.

If you have active a payment by direct billing bill, these will be displayed with the following data:

- Account type:
- Withdrawal account (all the digits of the account must be shown)
- Payment to
- Application date:
- Last modification
- Maximum amount

On the right side will be the following links:

- See background record : Displays the operations of the Payments by direct billing instruction
- "Modify".
- Cancel

3. Canceled bills

If there are no Payments by direct billing bills, the system will send the message "There are no bills registered.

If you have canceled a payment by direct billing bill, these will be displayed with the following data:

- Account type:
- Withdrawal account:
- Payment to
- Application date:
- Last modification
- Maximum amount

On the right side will be the following links:

- See background record: Displays the operations of the Payments by direct billing instruction.
- Reactivate: Permits the reactivation of the Payments by direct billing bill.

» Payment by Direct Billing - Registration

What can I find on this page?

Here you can register or save Payments by direct billing. Once you have registered them, these will be displayed on the *Payments by direct billing Summary* screen.

You will also find a Carousel of bills, with the logos or icons of the principal bills, which will change automatically every ten seconds. On every end of the carousel, there is an arrow to move it and then go through it to select some of the bills with just a click. If you place the cursor on the carousel this will stop automatically.

By clicking on the logo or icon of some bill, the corresponding information will be displayed (commercial name, trade name and number of establishment), downloaded in the *Bill* section on the same screen.

How can I obtain the information I am interested in?

To Register a payment by direct billing.

- Search in the filter *Enter the commercial name or trade name*, enter the commercial name, trade name or establishment number, the system will find the coincidences and will show those that coincide with the common name and then the ones that coincide with the trade name under the text field.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
 - Commercial name
 - Trade name
 - Number of establishment
 - Select Link →, by clicking on this link the corresponding information to the bill will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Bill* on the same screen.

Once you choose a record, the chart of the search results will disappear and the fields to register a bill will be displayed.

» Payments by Direct Billing registrations - Advanced search

In case you do not remember the commercial name or the trade name, you can use the option Advanced search; click a button to display a new content, on the same screen, which, when unfolded, will show the following fields:

1. By category:

- The selection lists *Line of business, State and Commercial name and Trade name* are enabled.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
 - Commercial name
 - Trade name
 - Number of establishment

- Select Link →, by clicking on this link the corresponding information to the bill will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Bill* on the same screen.

Once you choose a record, the chart of the search results will disappear and the Instruction of Contract registration will be displayed.

» Registration - Instruction of contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bill you selected.

How can I obtain the information I am interested in?

By clicking "Return", the Payments by direct billing registration will be displayed (Last screen→Bill search).

By clicking "Accept", the entry screen of the instruction of the Payments by direct billing will be displayed.

» Payments by Direct Billing - Service registration - Data Entry

What can I find on this page?

On this page, you must choose the withdrawal account and the Payments by direct billing information.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Account:

- Account type: Choose from the selection list the account type to pay the bill.
 - Checks
 - Cuenta Maestra
 - Cards

2. Withdrawal account:

Selection list with the ten most frequently used accounts, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number. In this window, you can only select one account.

3. Bill

In this section, the commercial name and trade name that you selected on the search screen are displayed.

4. Payment information

Contains the following information:

- Dynamic fields according with the type of Payments by direct billing you choose.
- Personalized description: Here you have to enter some description related to the Payments by direct billing.

By clicking "Return", the Payments by direct billing registration will be displayed (Last screen→Bill search).

By clicking "Accept" the Confirmation of the instruction of the Payments by direct billing screen, will be displayed.

» Payments by direct billing- Service Registration- Confirmation

What can I find on this page?

On this page, you can see and confirm the Payments by direct billing information.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name, alias and balance of the account.

2. Bills

Commercial and trade name chosen in the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing.
- Customized description.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Payments by direct billing- Service Registration - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name, alias and balance of the account.

2. Bills

Commercial name and trade name you chose on the search screen.

3. Payment´s information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing.
- Customized description

» Payments by direct billing- Service modification - Contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bills you choose.

How can I obtain the information that I am interested in.

By clicking "Return", the *Payments by direct billing registration* screen will be displayed (Previous screen →Bills search).

By clicking "Accept", the screenshot of the *Payments by direct billing* instruction, will be displayed.

» Payments by direct billing- Service modification - Data entry

What can I find on this page?

On this page, you have to choose the withdrawal account and enter the Payments by direct billing information.

How can I obtain the information that I am interested in?

To modify Payments by direct billing:

1. Accounts

In the filter *Account type*, choose one of the following options: Checking, Master Card and Cards.

The *Withdrawal account* selection list, with the ten most frequently used accounts, will automatically be displayed, according with the account type you previously chose.

If you do not find any of your accounts, click *See all the accounts*, and a window will be displayed with all the accounts, you can search by name, alias, and branch or account number.

In this window, you can only choose one account.

2. Bills

Displays the commercial name and the trade name of the Payments by direct billing.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you chose for Payments by direct billings.
- Customized description: Here you have to enter some description in reference to the Payments by direct billing.
- By clicking "Return", the *Payments by direct billing registration* screen will open (Previous screen → Bills search).
- By clicking "Accept", the confirmation screen of the *Payments by direct billing* instruction will be displayed.

» Payments by direct billing- Service modification - Confirmation

What can I find on this page?

On this page, you can see and confirm the Payments by direct billing information.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name, alias and balance of the account.

2. Bills

Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing
- Customized description.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Payments by direct billing- Service modification - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you chose on the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing
- Customized description

» Payments by direct billing- Reactivation - Contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bills you choose.

How can I obtain the information that I am interested in?

By clicking "Return", the *Payments by direct billing registration* screen will be displayed (Previous screen → Bills search).

By clicking "Return", the *Payments by direct billing registration* screen will open (Previous screen → Bills search).

» Payments by direct billing- Reactivation - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application you reactivated.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Payment to

- Status
- Bills number
- Registration date

» Payments by direct billing- Cancellation - Confirmation

What can I find on this page?

On this page, you can see the details of the Payments by direct billing you want to cancel.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you chose on the search screen.

3. Payment information

Contains the following elements:

- Payment to
- Status
- Bills number
- Registration date

By clicking "Return", the *Payments by direct billing registration* screen will open (Previous screen → Bills search).

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Payments by direct billing- Cancellation - Application

What can I find on this page?

On this page, you can see the application of the Payments by direct billing you cancelled.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Payment to
- Status
- Bills number
- Registration date
- User 1 and/or User 2