

eServices Alerts

You can use My Account to create alerts to help you manage your eBilling and notify you when online usage reports are available and when credits have been issued to your account. To access eServices Alerts, click the **Reports & Alerts** in the header on the My Account homepage and click **eServices Alerts**. At the My Alerts page you can set up

- eBilling
- eUsage Report Alerts
- Credit Alerts

MY ALERTS

Sign-up for eServices Alerts and receive an email notification when updates are available.

Click the appropriate Alert type button below to enroll or make a change to Alert contact(s).

EBILLING

Go Green with Thomson Reuters! Now there's an easier way to pay invoices with My Account, and it's **FREE!** The Thomson Reuters eBilling program simplifies the billing and payment process by sending an email alert each time a new invoice is ready to view.

EUSAGE REPORT ALERTS

Save yourself time, paper and storage fees. Receive an email alert when your Usage Reports are available from Thomson Reuters. View, save or download reports to a zipped file and archive electronically, without the hassle of paper, while continuing to receive your invoice and billing summary/detail in the mail.

CREDIT ALERTS

It's your money – know when credits are issued by viewing Credit History on My Account. With Credit Alerts, My Account will notify designated contacts via email when a credit has been issued on an account.

eServices Alerts page

eBilling

To set up an eBilling Alert, select the account and then click **Add New eBilling Contact**. To add a new person to receive eBilling notifications, type the person's email address and name in the boxes. Select the check box next to each account that applies. Click **Submit**.

EBILLING: ADD NEW CONTACT

Enter the email address, first and last name of the eBilling contact in the text boxes below. Select the eBilling Accounts and click Submit.
Note: Viewing invoices through eBilling does not require My Account access.

*Email Address

*First Name *Last Name

EBILLING ACCESS ACCOUNTS

Select All	Account	Account Name	Street Address P.O. Box	City	State	Current eBilling Contacts
<input type="checkbox"/>	1010206023	THOMSON LLP	610 OPPERMAN DR P.O. Box 1234	EAGAN	MN	

CANCEL **SUBMIT**

eBilling page

A confirmation page is displayed for the new eBilling contact. Note you will receive your eBilling email when your next invoice is generated.

Under *Manage more eBilling Access*, you can edit your existing eBilling contacts, as well as view or edit eBilling accounts.

eUsage Report Alerts

To set up an eUsage Report alert, select the **eUsage Report Alerts** button on the My Alerts page. Here, you can enroll in eUsage Report alerts or manage your existing accounts. If you are not sure if you have eUsage Reports activated for My Account, or if you have other questions, contact Customer Service at 1-800-328-4800. Then click **Enroll** next to your desired account number.

eUsage Reports allow you to receive an email alert when your Usage Reports are available from Thomson Reuters. You can view, save, or download reports to a zipped file and archive electronically. Select the eUsage Report and select which Account you wish to view your usage report.

WELCOME TO EUSAGE ALERTS

To **enroll in eUsage Report Alerts**, simply click **Enroll**.
Already enrolled? Manage your enrolled accounts by clicking the **Manage** link below.

WEST ACCOUNTS

Account #	Location Name	Address	Contact Email	
1000097191	WEST COST CENTER TEST ACCOUNT 1 CLEAR/EDD	610 OPPERMAN DR EAGAN, MN 55123-1340	Unassigned	Manage
1000504061	WEST COST CENTER 60415 MY ACCT PSWD MGMT PRO BANDED TEST SHARED SERVICES TECHNOLOGY	610 OPPERMAN DR EAGAN, MN 55123-1340	Unassigned	Manage
100072038r	WEST COST CENTER 40508	525 WESCOTT RD D.C. Box 5555	Unassigned	Manage

eBilling page

To designate the eUsage Report contact who will receive email alerts, select the appropriate check box. You can have multiple eUsage Report alert contacts.

DESIGNATE EUSAGE CONTACT

Designate a eUsage Alert Contact(s) to receive email alerts and click **Submit**.
To change contacts, unselect checkbox and check a new box.

	Contact Email	Contact Name
<input type="checkbox"/>	1003072038r@amazon.com	1003072038r, 1003072038r
<input type="checkbox"/>	1003072038r@yahoo.com	1003072038r, 1003072038r
<input type="checkbox"/>	1003098902@mawethomson.com	1003098902, 1003098902
<input type="checkbox"/>	1003659125@thomsonreuters.com	One, Test
<input type="checkbox"/>	1004315216@thomson.com	1004315216, 1004315216
<input type="checkbox"/>	1004315216@thomsonest.com	1004315216, 1004315216
<input type="checkbox"/>	aab@ana.com	def, abc
<input type="checkbox"/>	ada@thomson.com	Adam, Rose
<input type="checkbox"/>	adadfd@thomson.com	Adam, Rose

eBilling page

Click **Submit**. At the eUsage Enrollment Confirmation page, confirm the email address.

Credit Alert

To set up a Credit Alert, select the **Credit Alert** button on the My Alerts page. On the Credit Alerts page, you can enroll in credit alerts or manage your existing accounts. Click **Enroll** next to your desired account number.

CREDIT ALERTS

To enroll in **Credit Alerts**, simply click Enroll.
Already enrolled? Manage your enrolled accounts by clicking the Manage link below.

WEST ACCOUNTS

Account #	Location Name	Address	Contact Email	
1010206023	THOMSON LLP	610 OPPERMAN DR P.O. Box 1234 EAGAN, MN 55123	Unassigned	Enroll

Credit Alerts page

DESIGNATE ALERT CONTACT

Account: 1010206023
Location: THOMSON LLP
Address: 610 OPPERMAN DRIVE
P.O. Box 123
EAGAN, MN 55123
USA

Designate a Credit Alert Contact(s) to receive email alerts and click **Submit**.
To change contacts, unselect checkbox and check a new box.

	Contact Email	Contact Name
<input type="checkbox"/>	mary@thomsonreuters.com	Michaels, Mary

[BACK](#) [SUBMIT](#)

To participate in Credit Alerts, the designated user must be a My Account user with access to billing information. Grant access to new users on the [My Account Users](#) page. The designated contact will receive an email.

Designate Alert Contact

To designate the Credit Report contact who will receive email alerts, select the appropriate check box. You can have multiple Credit Report alert contacts. Click **Submit**. At the Credit Alerts Enrollment Confirmation page, confirm the email address.