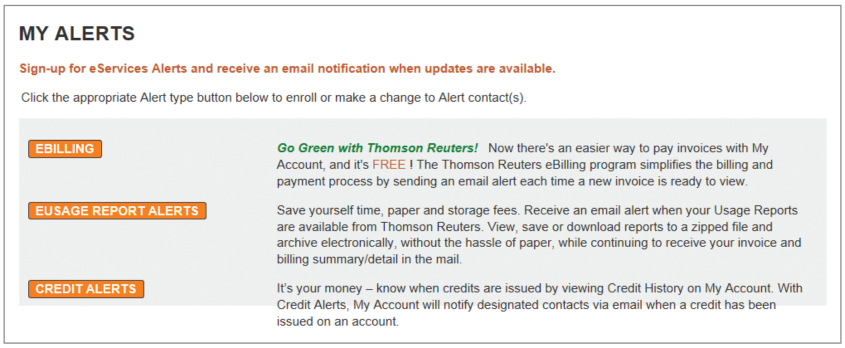
eServices Alerts

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

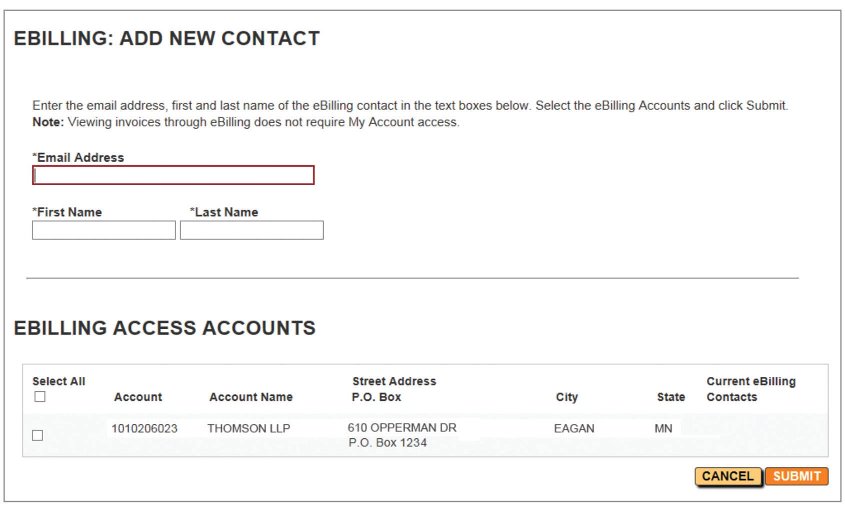
- eBilling
- eUsage Report Alerts
- Credit Alerts



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 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
	WEST COST CENTER 40508	525 WESCOTT RD		

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.

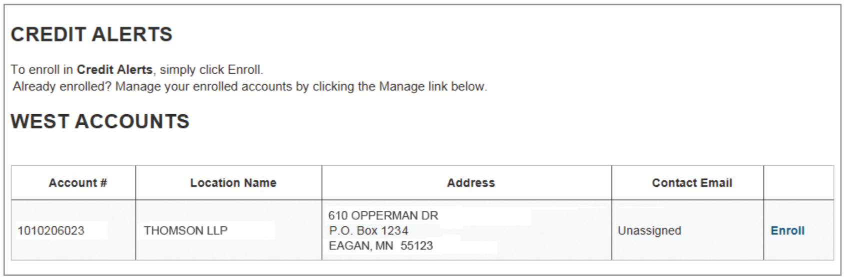
	Contact Email	Contact Name
☐	1003072038r@amazon.com	1003072038r, 1003072038r
☐	1003072038r@yahoomail.com	1003072038r, 1003072038r
☐	1003098902@mawethomson.com	1003098902, 1003098902
☐	1003659125@thomsonreuters.com	One, Test
☐	1004315216@thomson.com	1004315216, 1004315216
☐	1004315216@thomsontest.com	1004315216, 1004315216
☐	aab@ana.com	def, abc
☐	ada@thomson.com	Adam, Rose
☐	adaddfd@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.



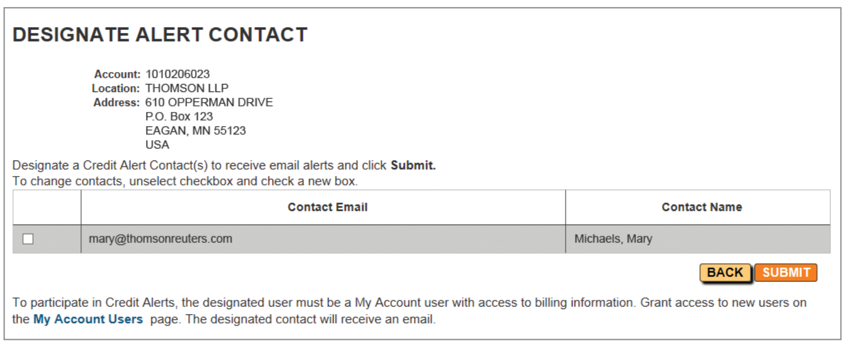
CREDIT ALERTS

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
☐	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.