

Manage eBilling Users

You can manage the eBilling users under the *People* header. The eBilling allows you to:

- Add a new eBilling Contact by clicking on **Add New eBilling Contact**
- Edit a current eBilling Contact by selecting **Edit Contact**
- View a current eBilling Account by clicking **View** next to eBilling Accounts
- Delete an eBilling Account by selecting **Edit eBilling Accounts**

Account Home	Billing & Payment	People	Reports & Alerts	Products	Orders
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[Open Items & Balance Detail](#) | [Payment History](#) | [Credit History](#) | [Invoice History](#) | [Manage Payment Methods](#)

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	Street Address	Current eBilling
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