Enhanced Online Billing
Bill Ready Notification Emails

URL: **https://enhancedonlinebilling.frontier.com**

Required Web Browser: Microsoft Edge or Google Chrome

The following provides step-by-step instructions on how to set up Bill Ready Notification Emails in the Frontier Enhanced Online Billing portal for BANs billed in the Frontier DPI billing system.
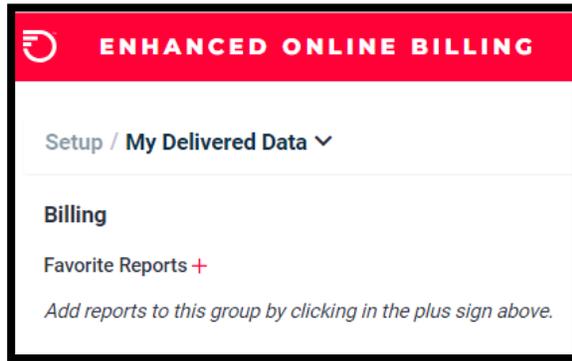
Revised: 5/30/2024

Contents

BILL READY NOTIFICATION EMAILS

Customers can set up **Bill Ready Notification** emails in Enhanced Online Billing following the instructions below.
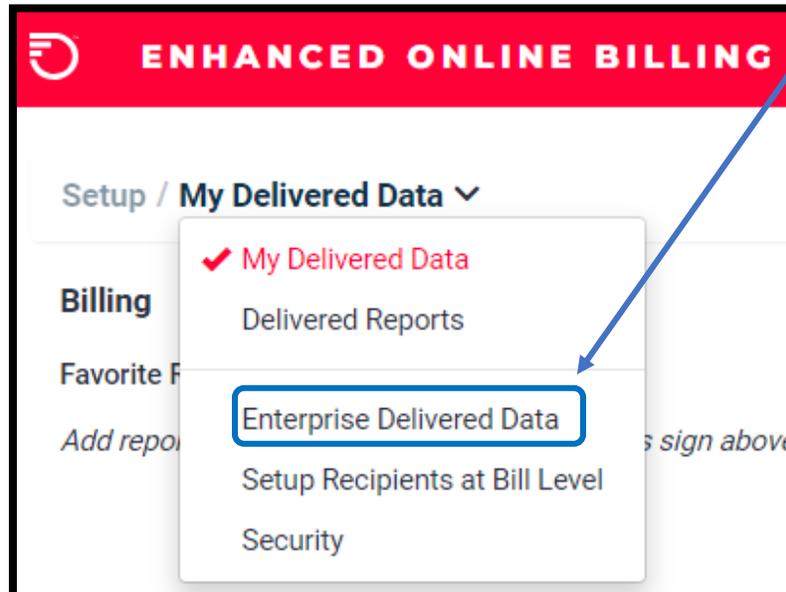
After logging in to Enhanced Online Billing, choose **Data** under the **Setup** menu.
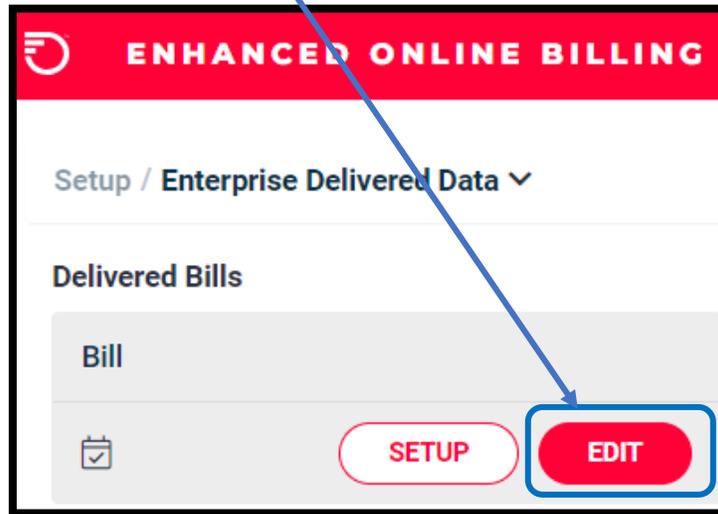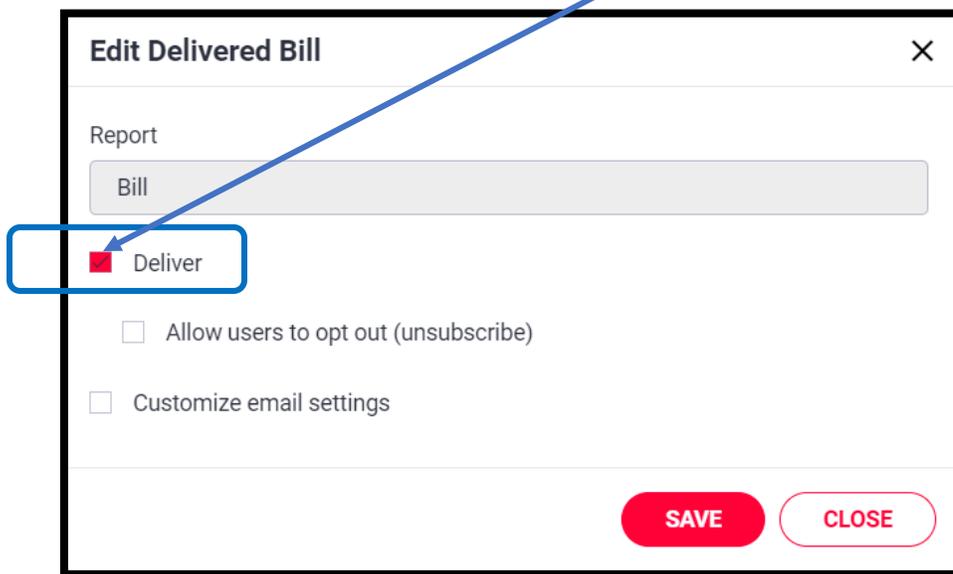

The following screen will open.

Click the drop-down arrow, to open the menu options. Choose **Enterprise Delivered Data** in the drop-down list.

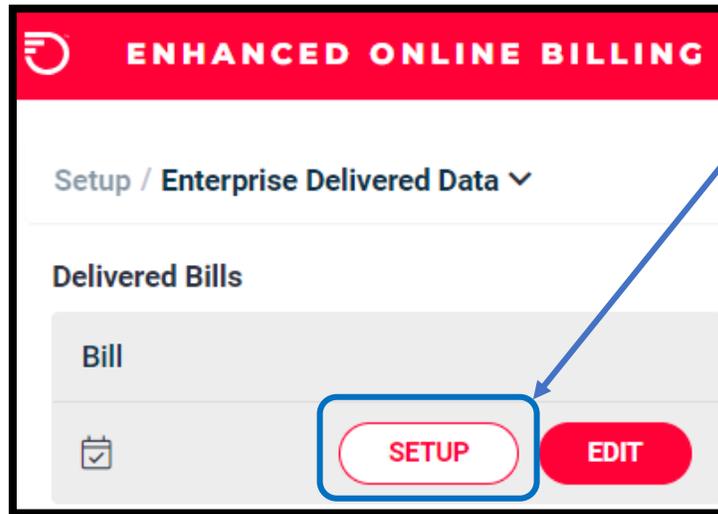On the **Delivered Bills** screen, click the **EDIT** button.

On the **Edit Delivered Bill** screen, check the box beside **DELIVER** and click **SAVE.**
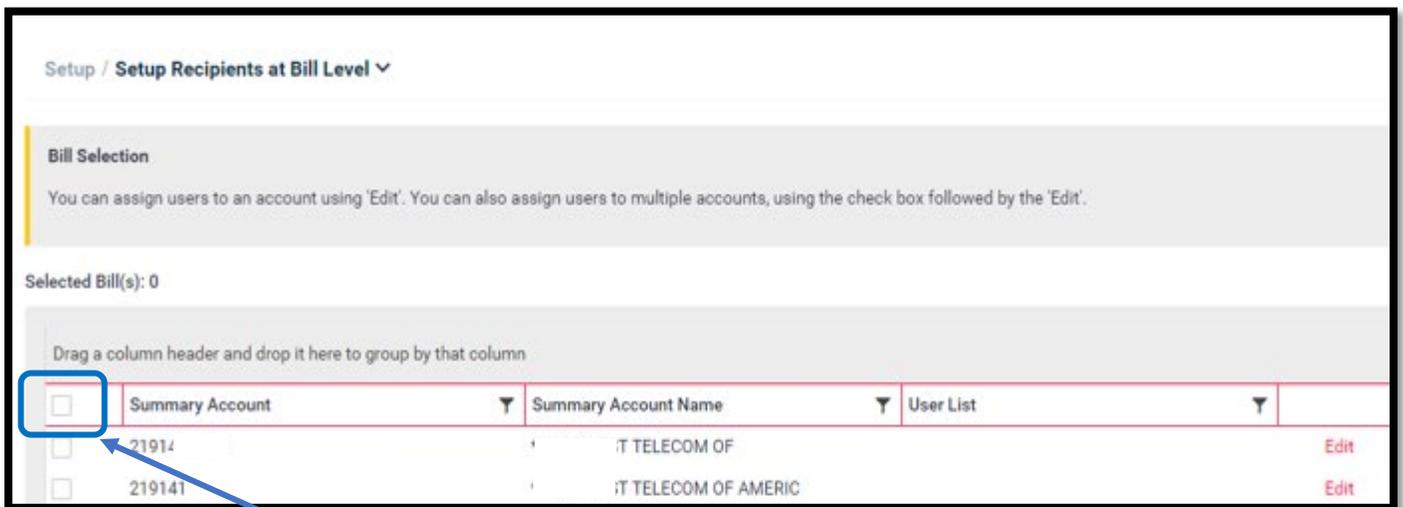

A message "**Save Successful**" will pop up if the setting change was saved successfully.

After the change is saved, the **Delivered Bills** screen is displayed again. Click the **SETUP** button.

The **Setup Recipients at Bill Level** screen displays all accounts assigned to your Enterprise in Enhanced Online Billing.

Recipients of Bill Ready Notification emails can be assigned to individual accounts or to multiple accounts by clicking the check box beside the account(s).

To choose all accounts in the Enterprise, click the check box in the column titles row.

After clicking the check box(es), the chosen accounts are shaded in light red.

Please note the **Page** and **Items per Page** at the bottom of the screen. The Items per Page can be increased to 100. **If the number of accounts is spread over multiple pages, the check box at the top must be clicked on each page to select the accounts on the page.**

After choosing accounts, click the **EDIT** link on any account row.

The **Setup Delivered Bills** screen displays a list of the accounts chosen and the Usernames assigned to the Enterprise. Click the check box beside the Username(s) that should receive the Bill Ready Notification emails and click the **SAVE** button.

The **Setup Recipients at Bill Level** screen displays the Username(s) assigned to each account. To change the assigned users, click the **EDIT** link.

CHANGE LOG

Date	Page	Revision
05/30/2024	All	Initial Version – Enhanced Online Billing

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