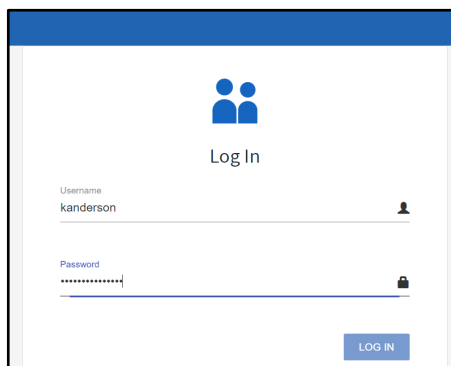


U.S. Bank eBill Service – Payment Center

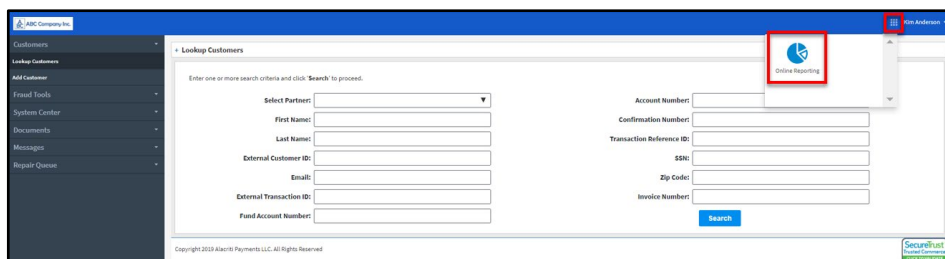
Running Reports

You and your staff can access and run various types of reports through the eBill Service Payment Center.

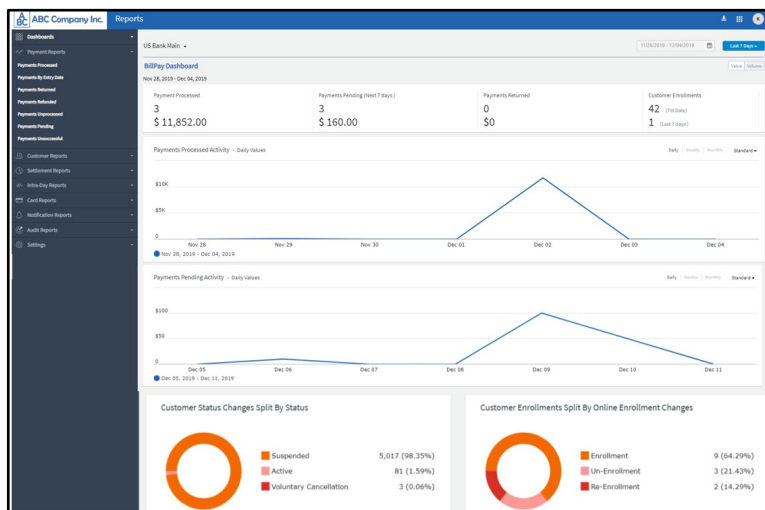
1. Log in to eBill Service by inputting your **Username** and **Password**.
2. Click **Log In**. This will bring you to the Lookup Customers page.



3. Click the box next to the username in the upper-right corner.
4. Click **Online Reporting**. This will bring up the Reporting Dashboard.



The Reporting Dashboard shows Payments Processed, Payments Pending, and Customer Status and Enrollment Changes for the past seven days.



5. There are many detailed reports available. Click the applicable report category within the left-hand navigation for a dropdown list of reports:

- **Payment Reports:** Payments processed and unprocessed and returns received.
- **Customer Reports:** Customers enrolled in the Enrolled Web, Paperless Billing, and Recurring Payments.
- **Settlement Reports:** Expected settlement for payment, return and refund for a given day for both ACH and Card payments that are exportable
- **Intra-Day Report:** Payments that are currently scheduled to be processed at end of day for the current date.
- **Card Expiry Report:** Expired cards for the last month and the cards that will expire in the next five months.
- **Notification Report:** Electronic notifications that have been sent out
- **Audit Reports:** Customer, payment and funding source related activities made by your staff or customer.

