Stanbic Ebiller Documentation

Ebiller is a general corporate billing platform that aims at easing you monthly bill payments.It is divided into

- Bank Side
- Payer side
- Biller Side

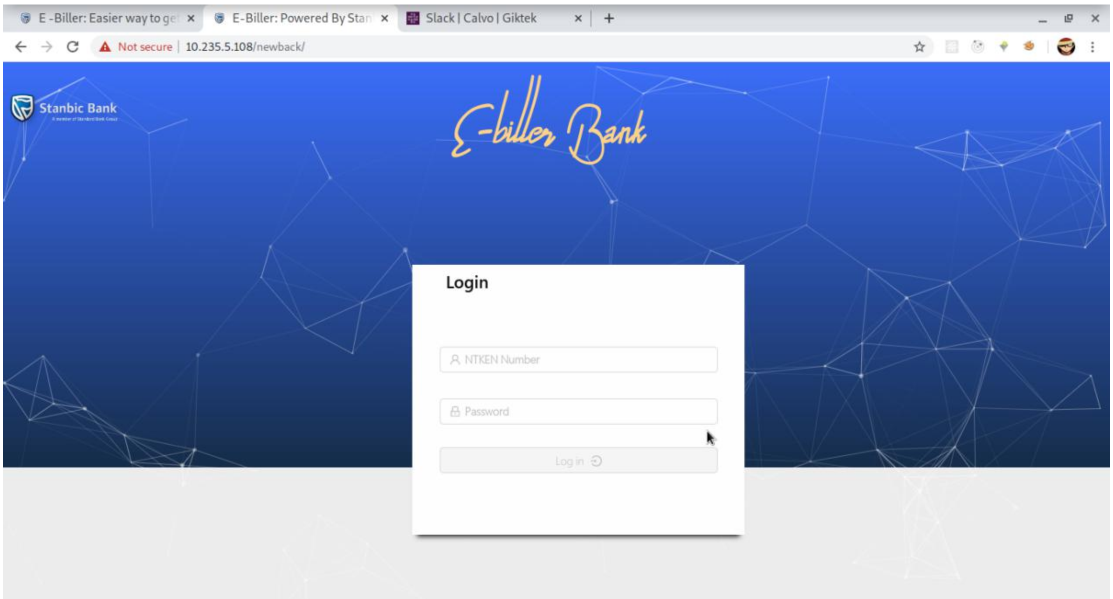
Bank Side

This is the administrative panel for bank users

Usage

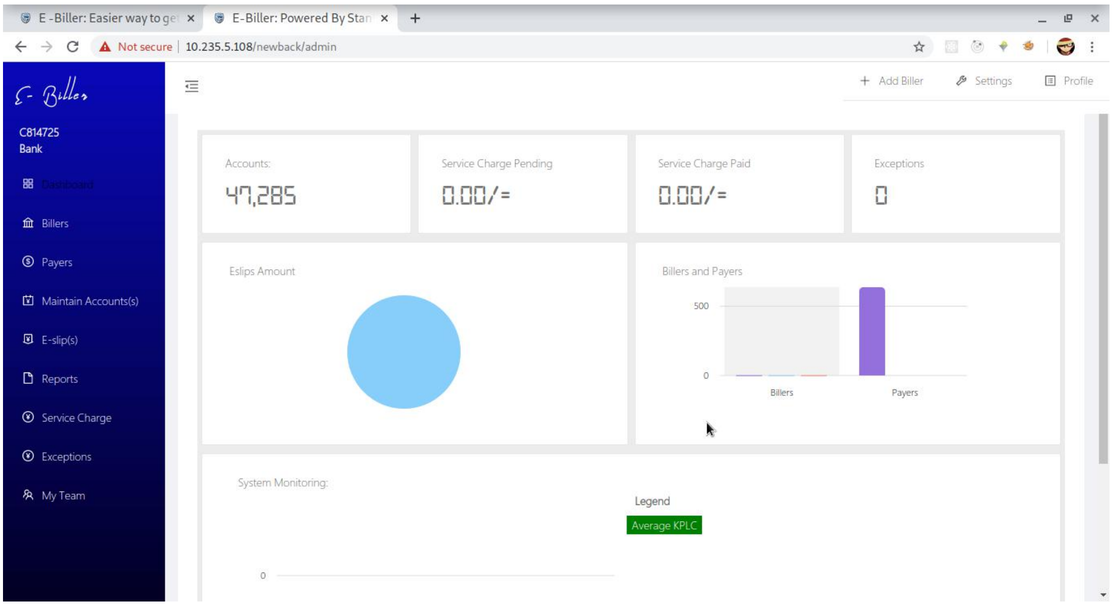
Login

Bank users login with their NTKEN credentials



Dashboard

The bank dashboard   has a summary of the accounts,service charge,number of exceptions ,total eslip amount, number of payers and number of billers.

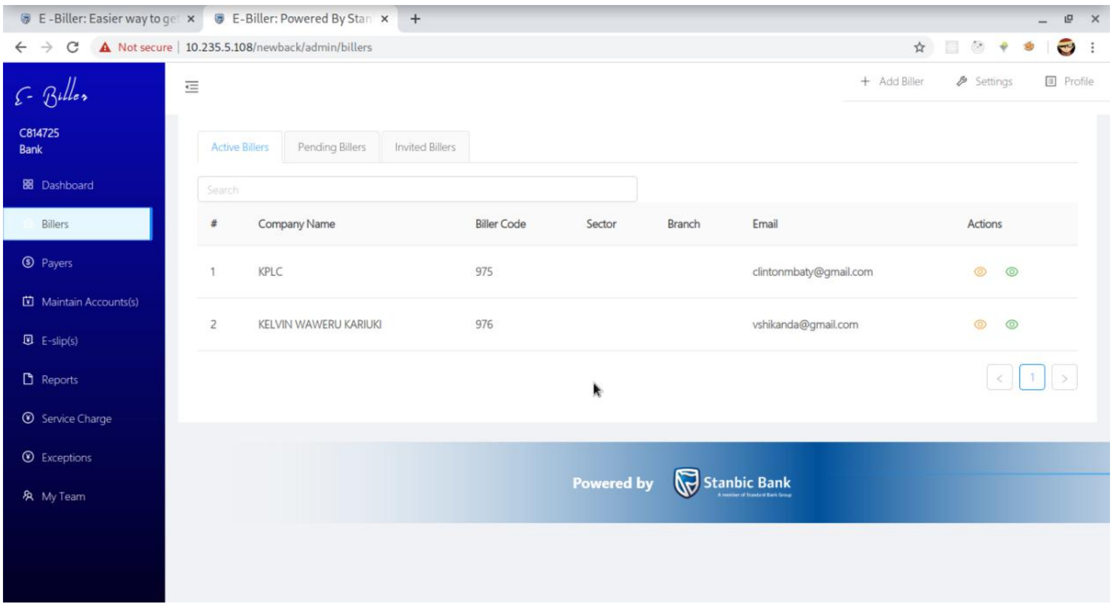


Billers

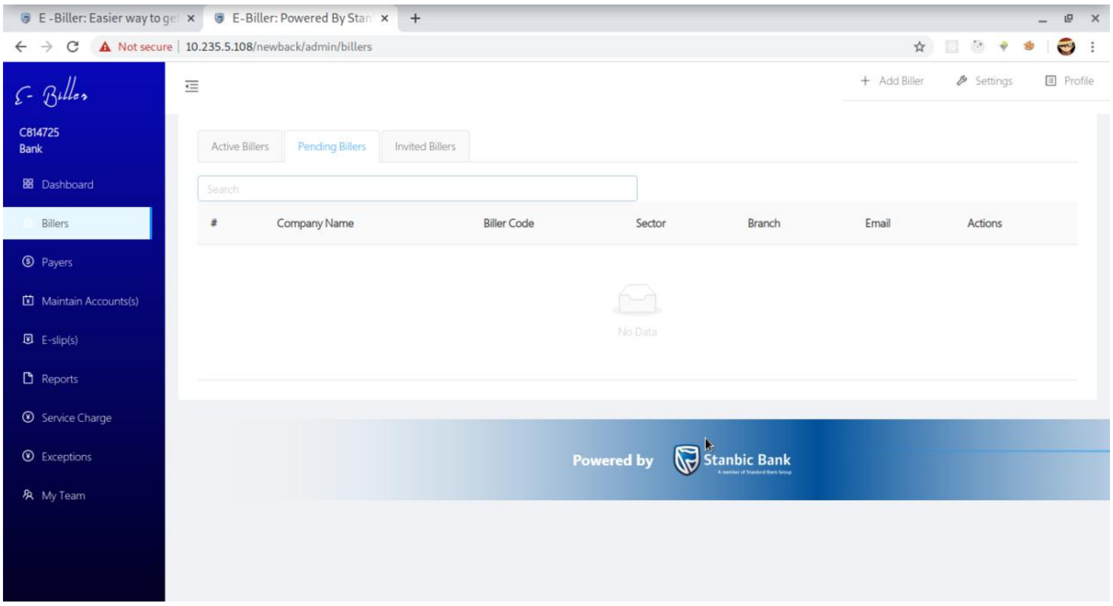
Billers are divided according to the status

- Active(Have completed registration and activated accounts)
- Pending(Registered but inactive accounts)
- Invited(have only invited)

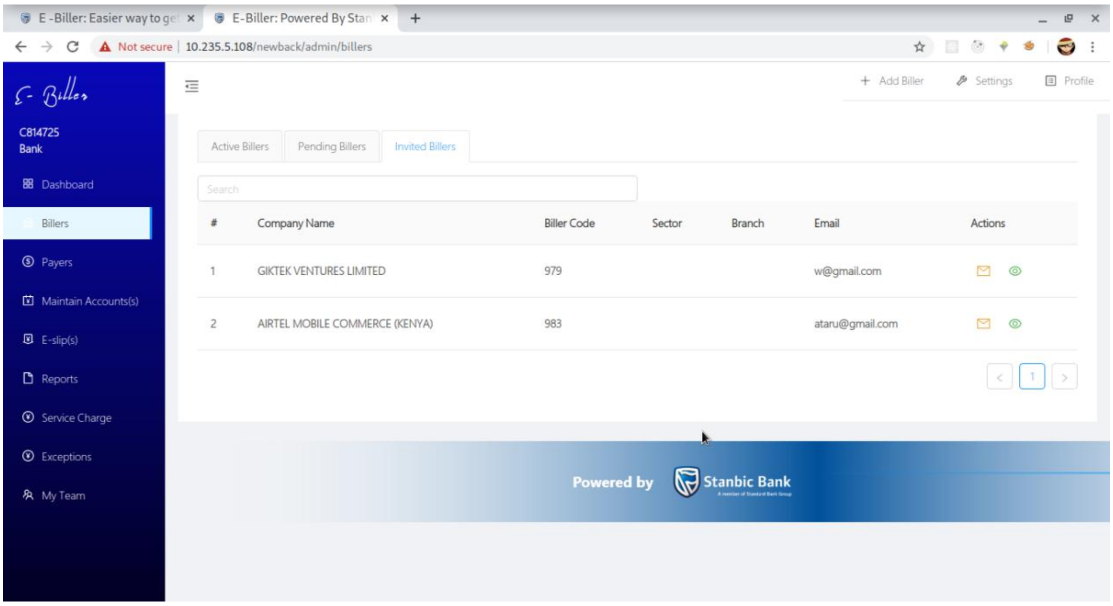
Active Billers



Pending Billers



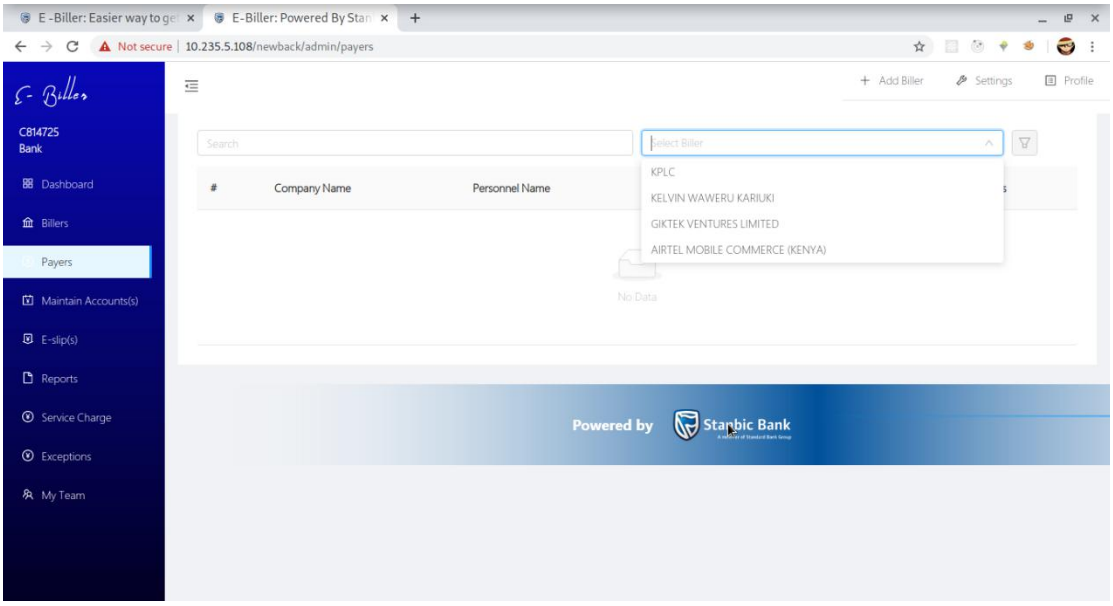
Invited Billers



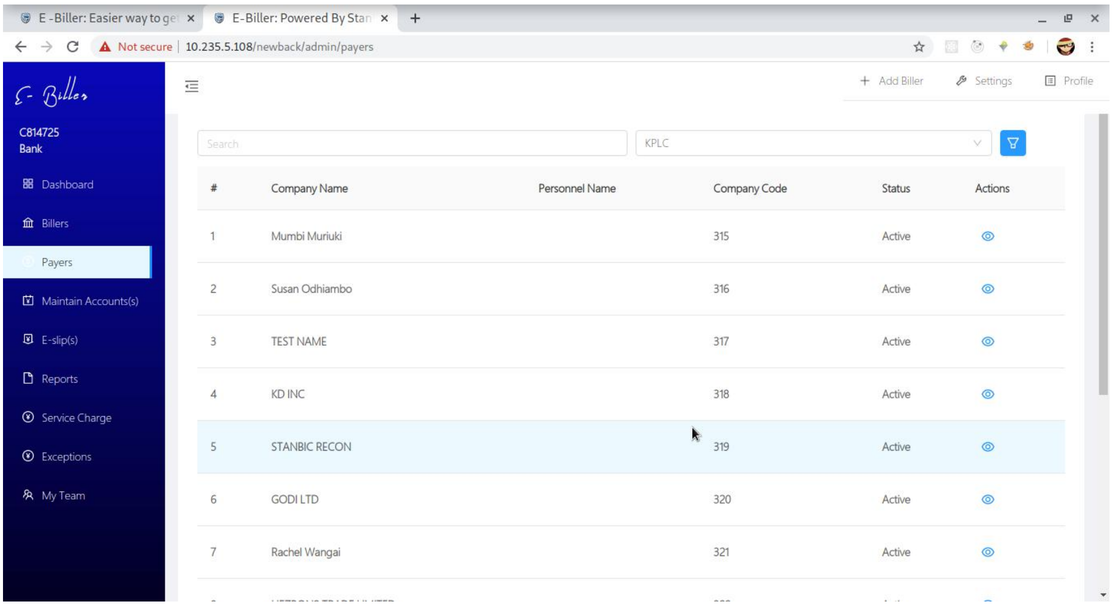
Payers

List of all active payers filtered by according to the biller

To get a list of payers you have to select a biller first then the click on the filter button

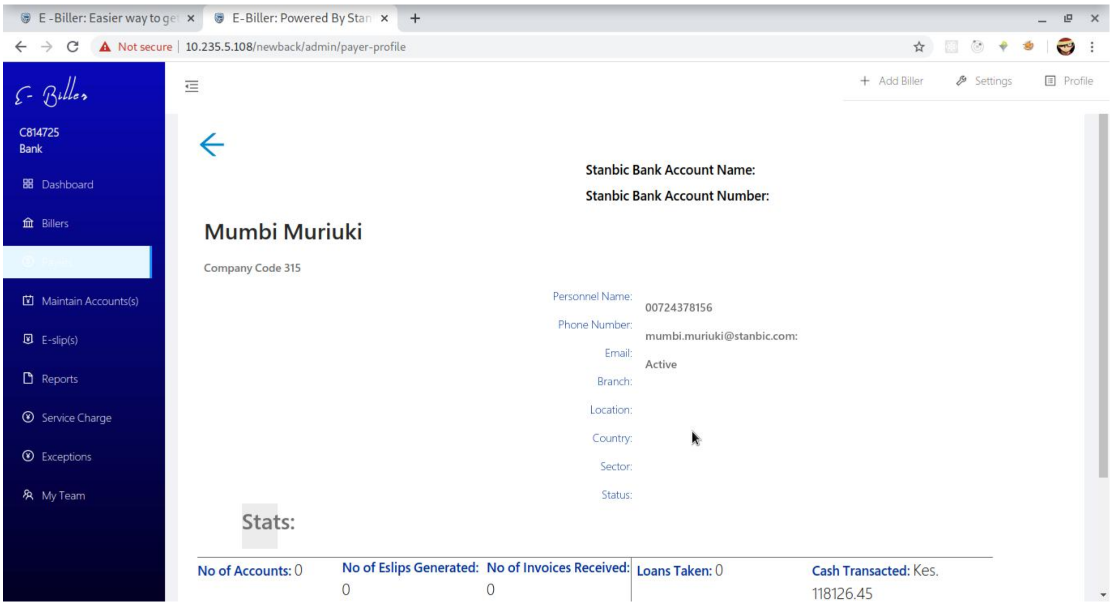


Payer List



Payer Profile

You can view a payer’s profile by clicking on the blue eye icon

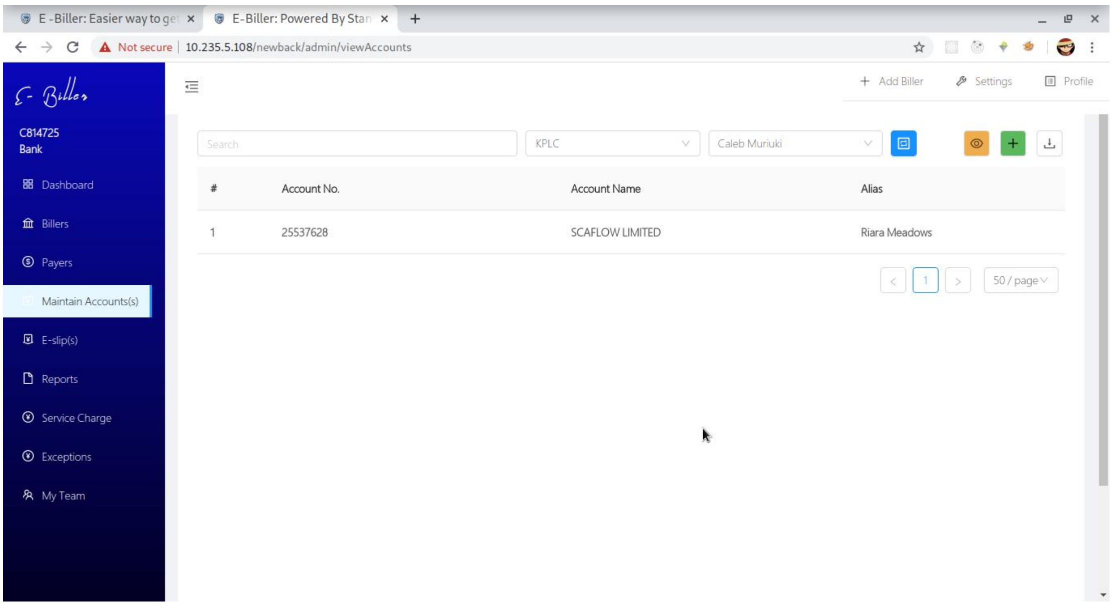


Maintain Accounts

The bank can manage accounts of a biller upon request
Management of the accounts is split into

- Adding new accounts

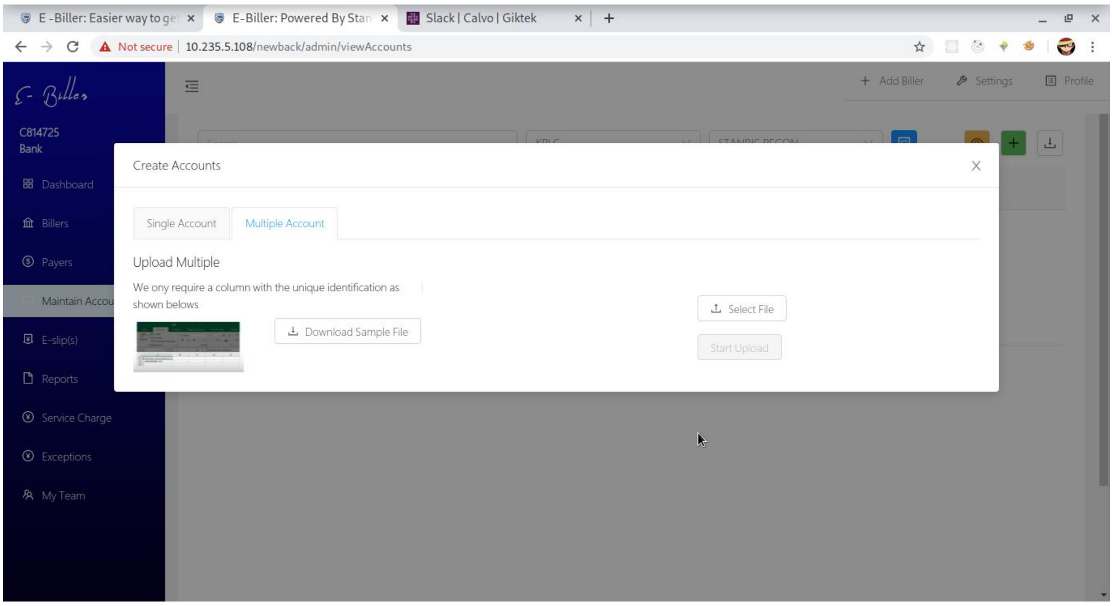
The first screen lists the accounts per biller.In order to get the list you have to select a biller and a payer then click the button to fetch



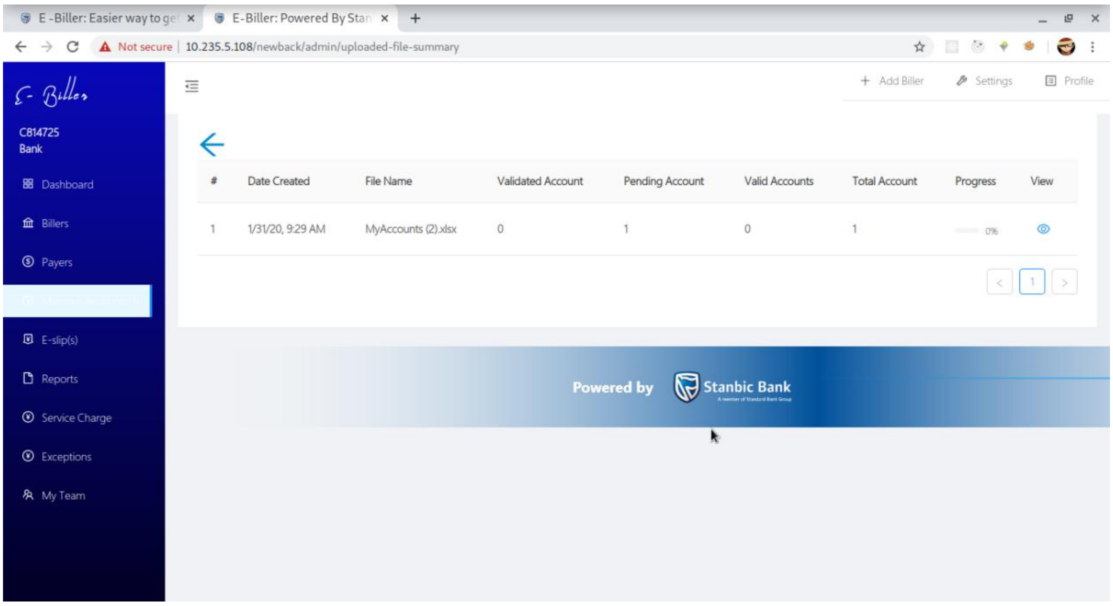
Adding Accounts
Accounts can be added by

- Uploading an excel file containing the accounts

To get the format of the required file you can download a sample by clicking on the download sample file button



If the file is in a supported format the accounts are validated before being added to the selected payers profile

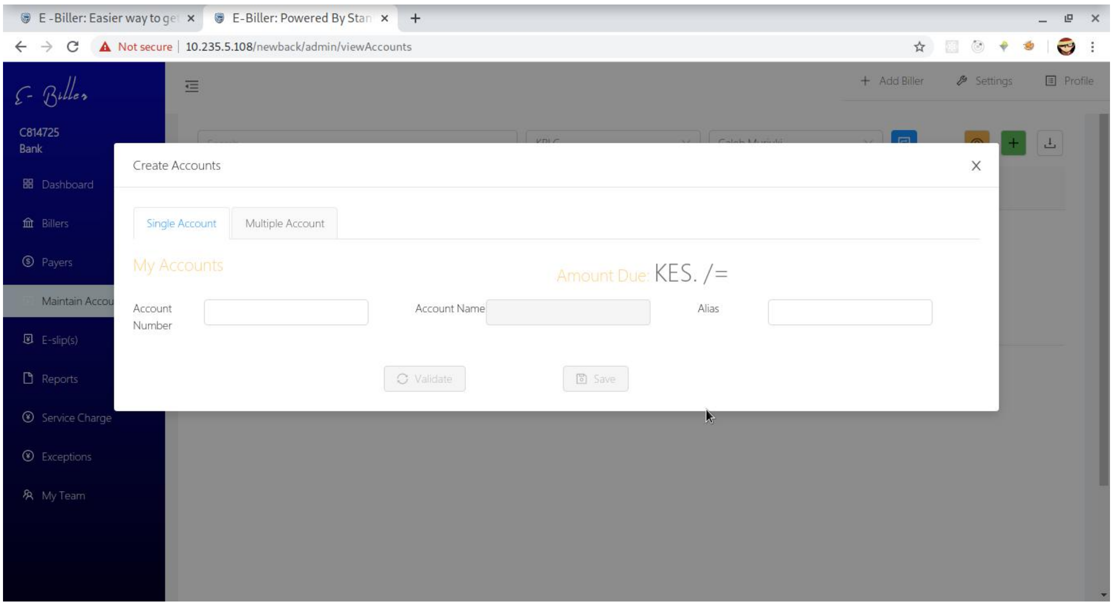


- Adding a single account by providing

1. Account Number to query against
2. Alias(Optional)

After adding the account number you validate it first then save it to your profile by clicking save

The account number will be used to fetch an account name and the amount due



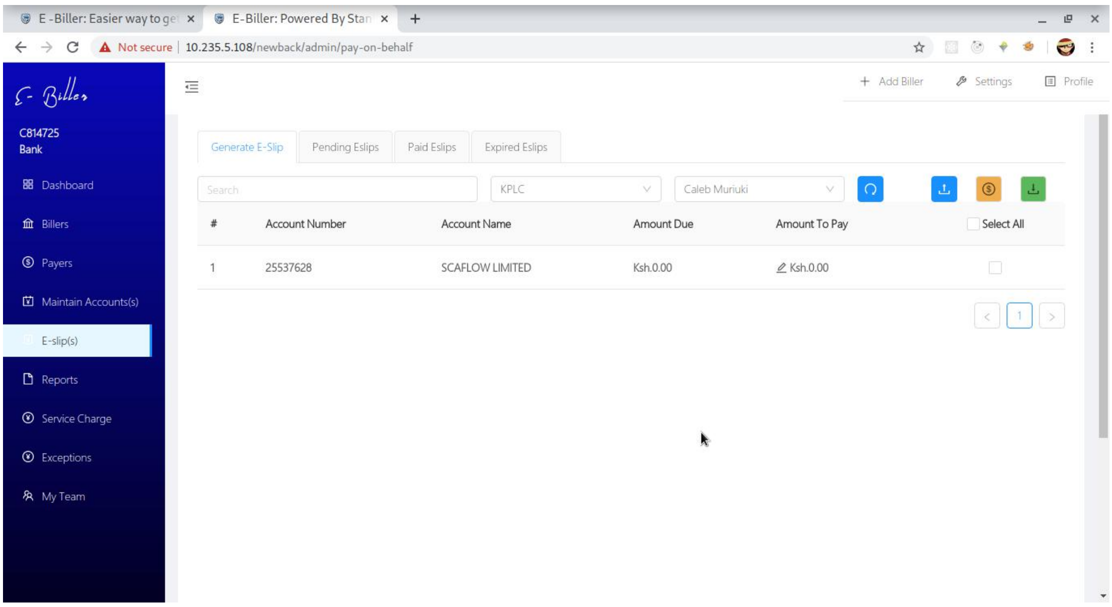
Eslips

To view,create or perform any operation select a biller and a payer first

Generate E slip

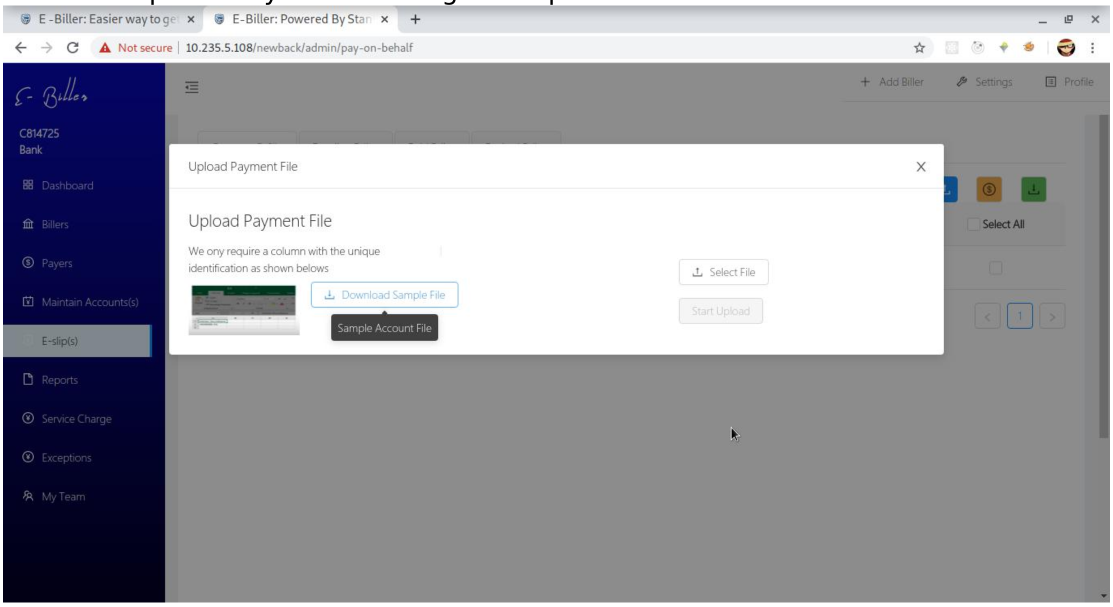
Can be generated by

- Selecting accounts that you want to add to the eslip



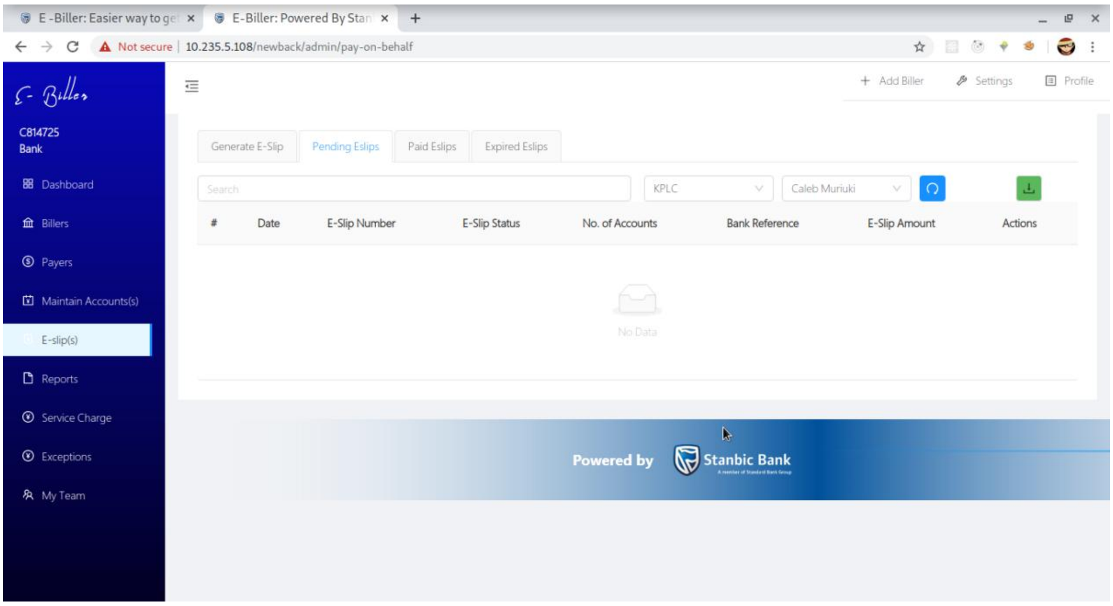
- Uploading a payment file

Find a sample file by downloading a sample file



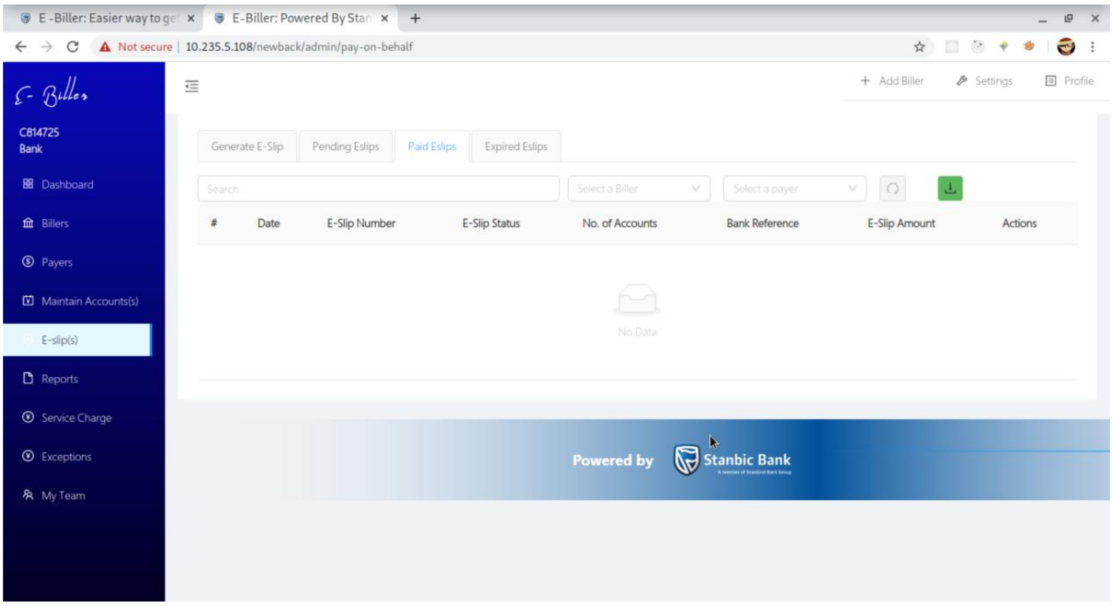
Pending Eslips

List of unpaid eslips



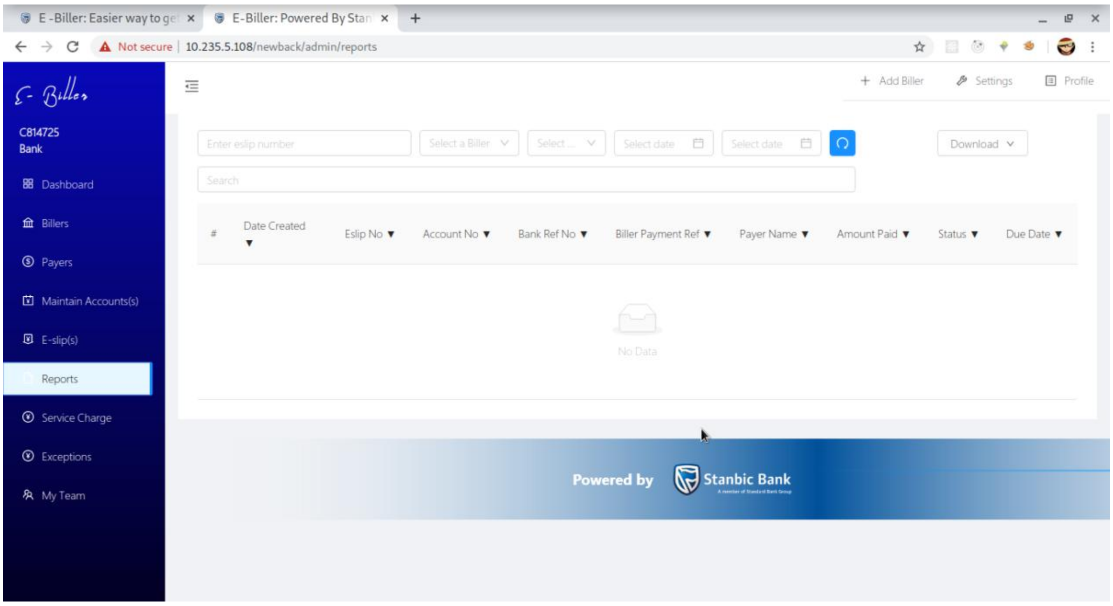
Paid Eslips

List of paid eslips



Reports

Provides a summary of the paid eslips according to the date range, biller and payer
The list is fetched once you click the the blue reconcile button.



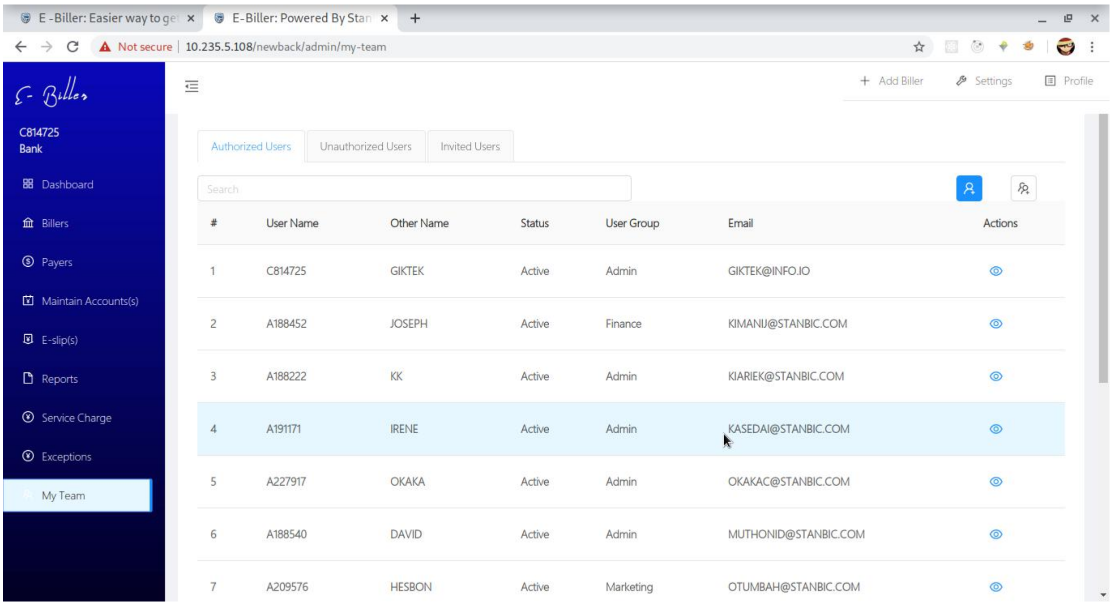
My Team

Option of managing the bank team members

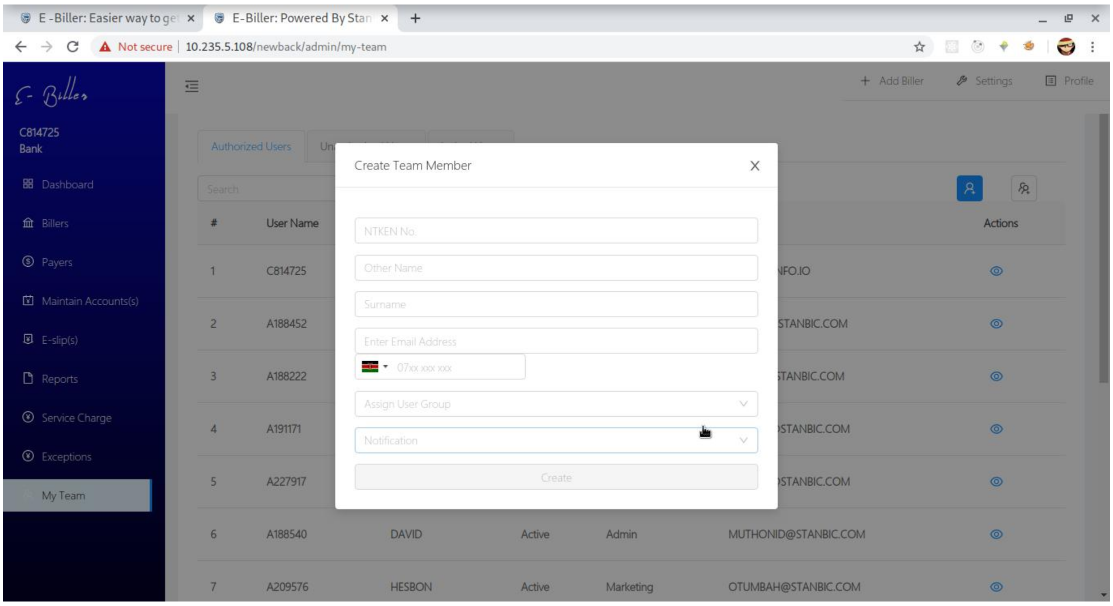
You can
- Add new members
- Edit the current members
- Freeze/Lock a member
- Create a user group

- Edit a user group
- Delete a user group
- Manage roles per user group

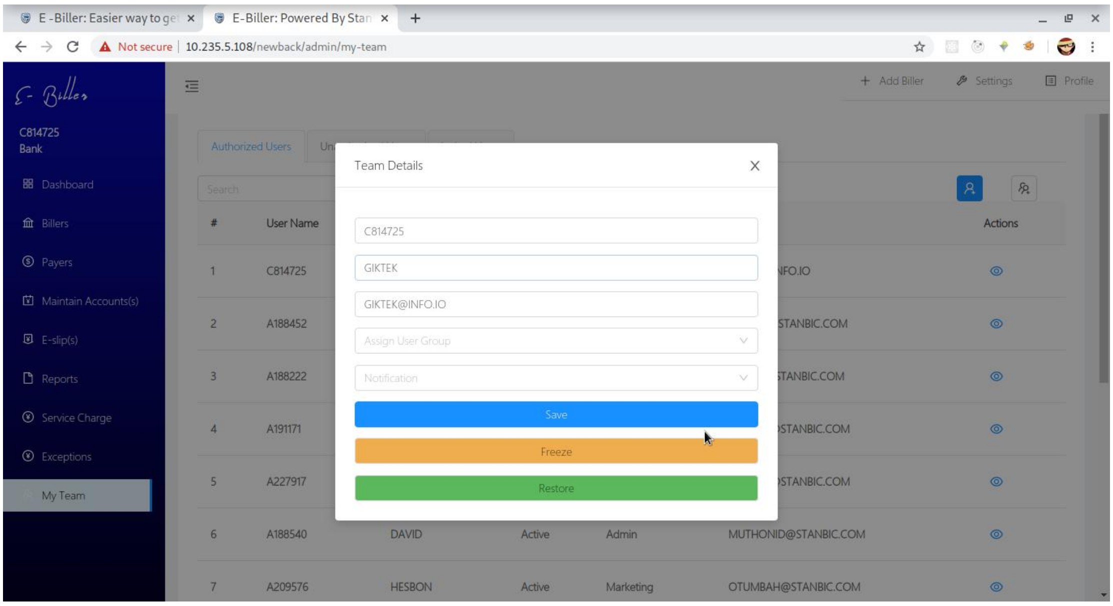
List of the team members



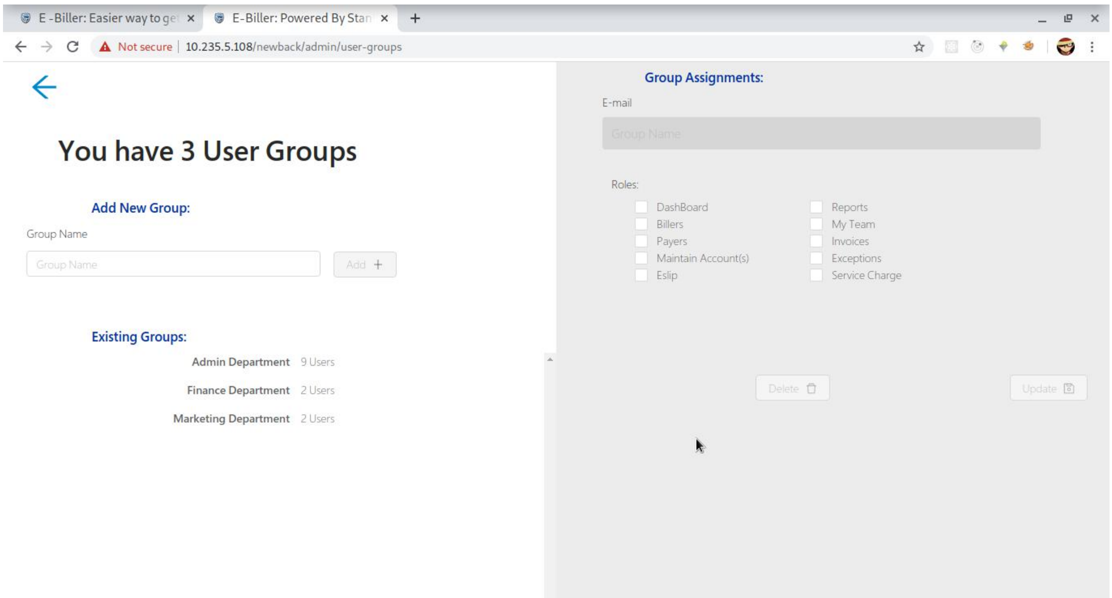
Adding a new team member



Editing a team member



User groups



Note

- *Most buttons are disabled whilst some of the fields in the form are empty.Please fill those fields first*
- *Under eslips and maintain accounts the operations are tied to a specific biller and a specific payer.Kindly select each before attempting to perform any operation*

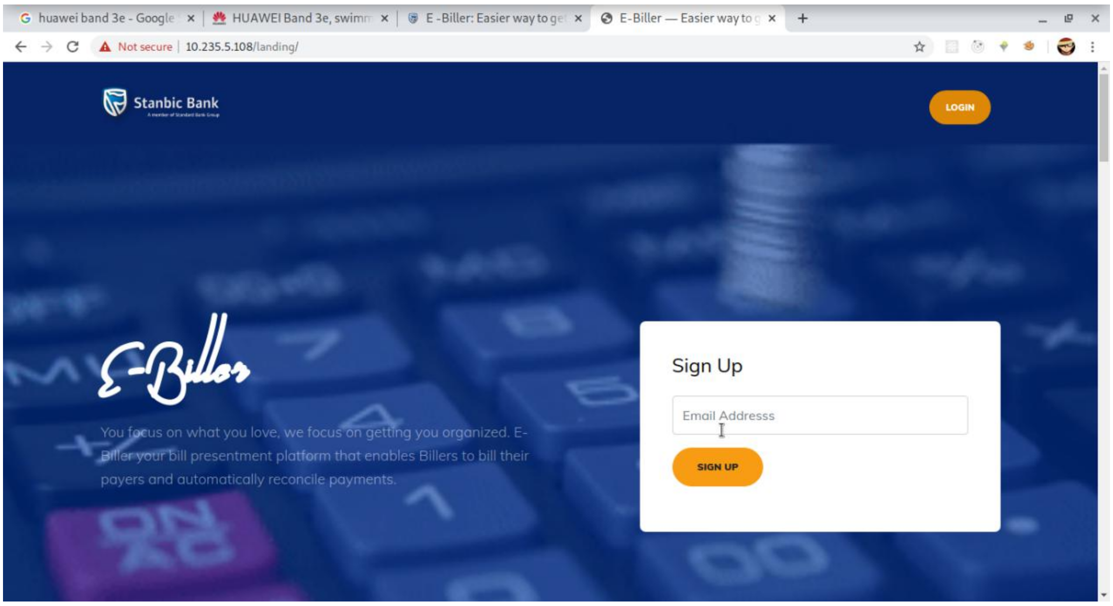
Payer Side

Usage

Client side

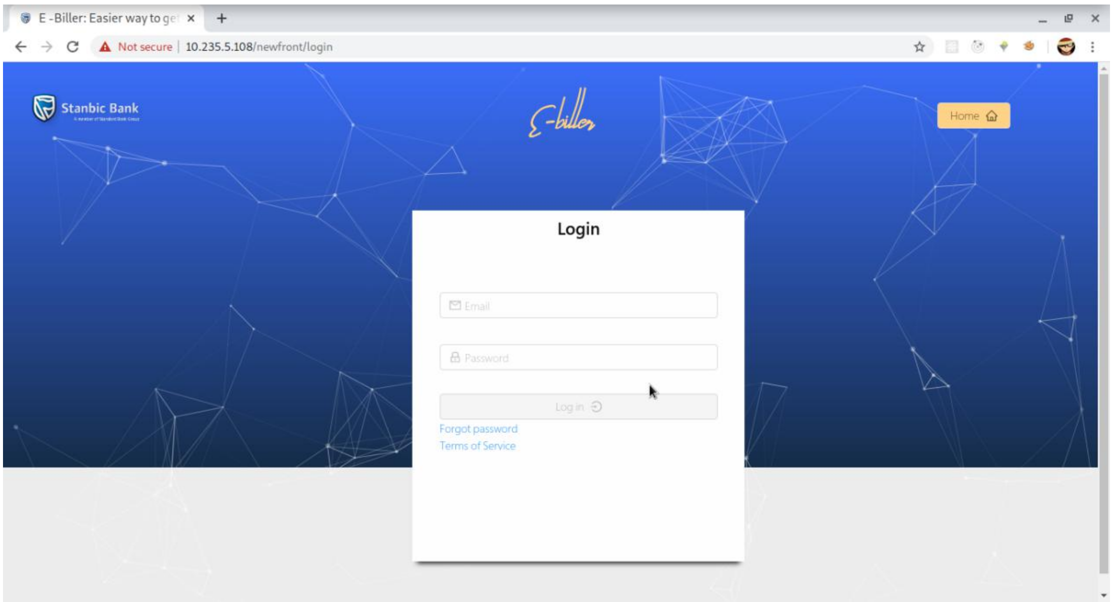
Payer registration

A payer is expected to register with an email address.



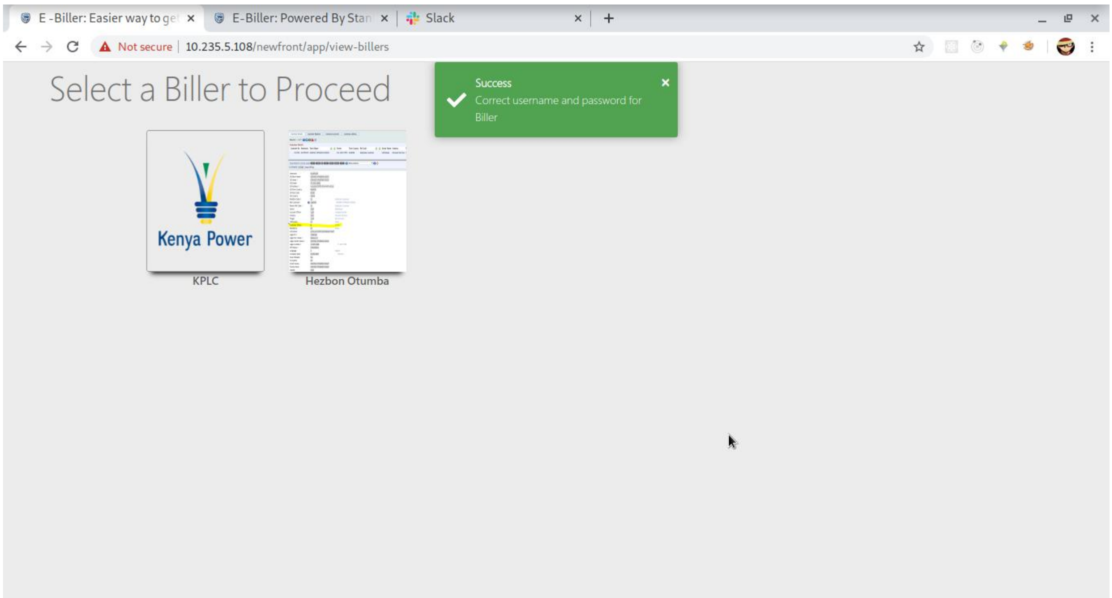
Payer Login

A payer logs in with the email and password



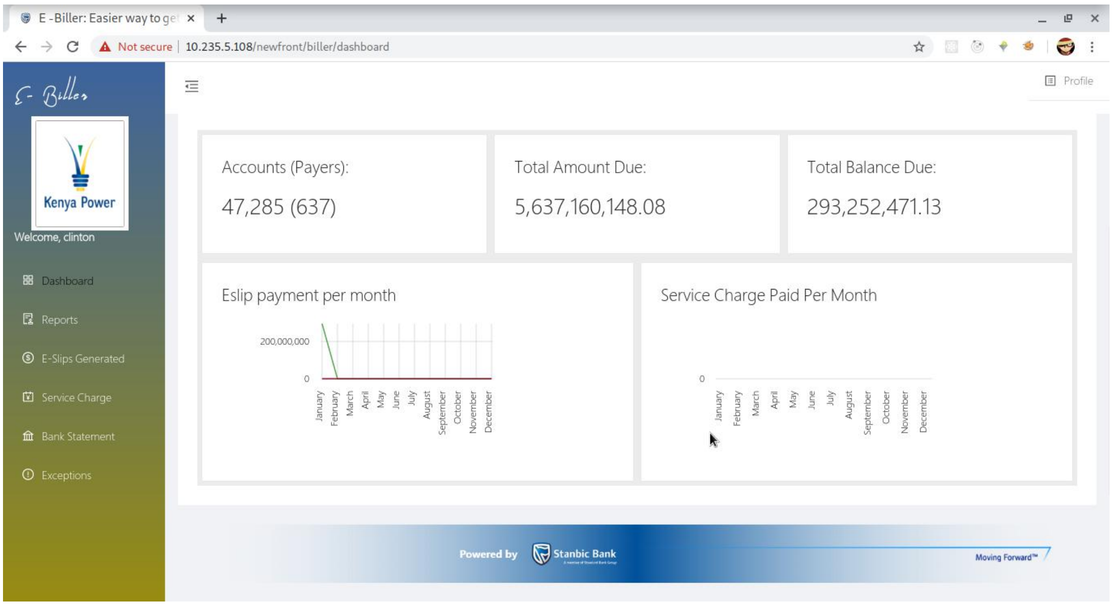
View Billers

List of available open billers



Payer Biller Dashboard

Has a summary of the accounts, amount due,summary of eslips and amount paid

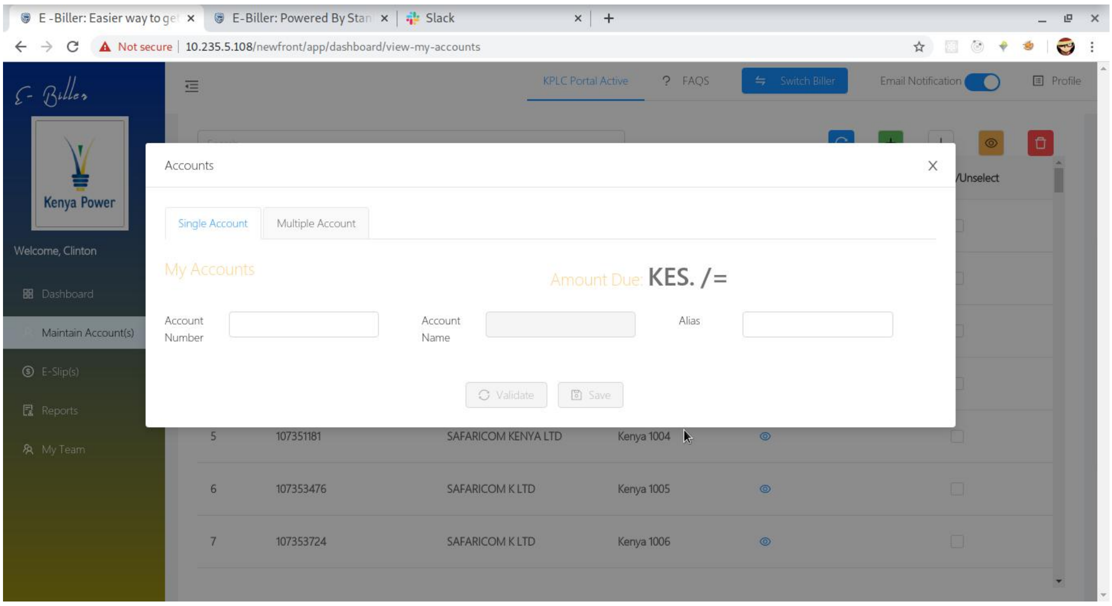


Maintain Accounts

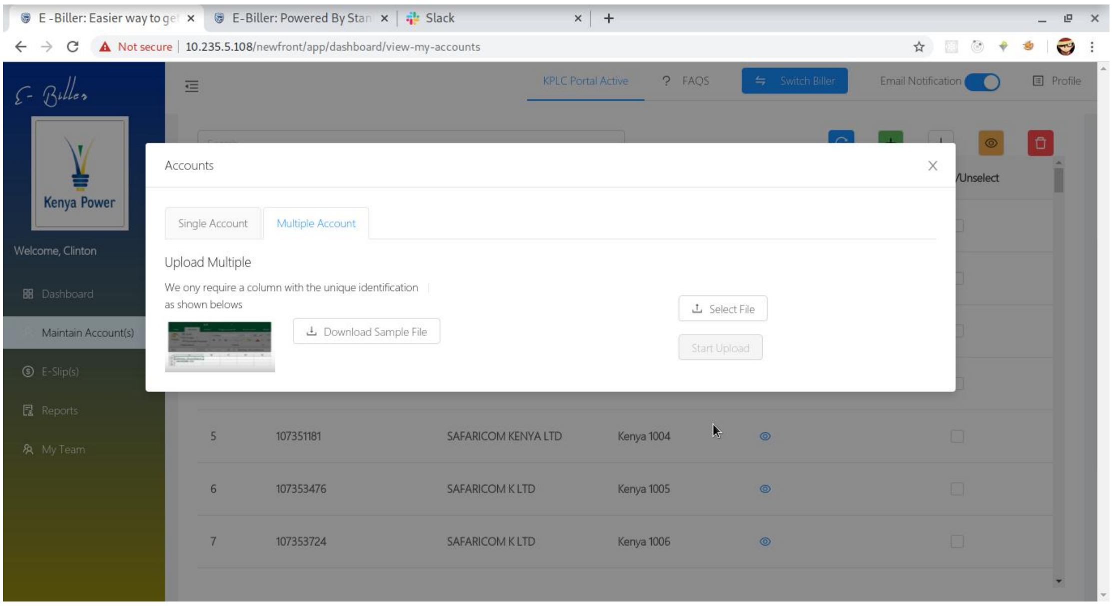
Account administration by adding,editing and deleting accounts

Adding Accounts

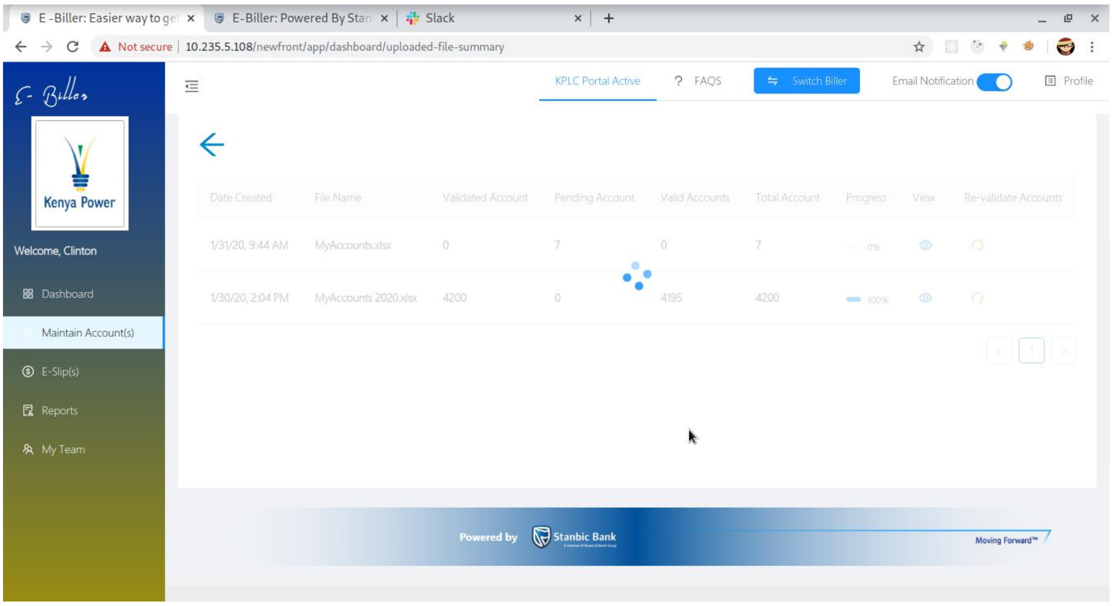
By account number



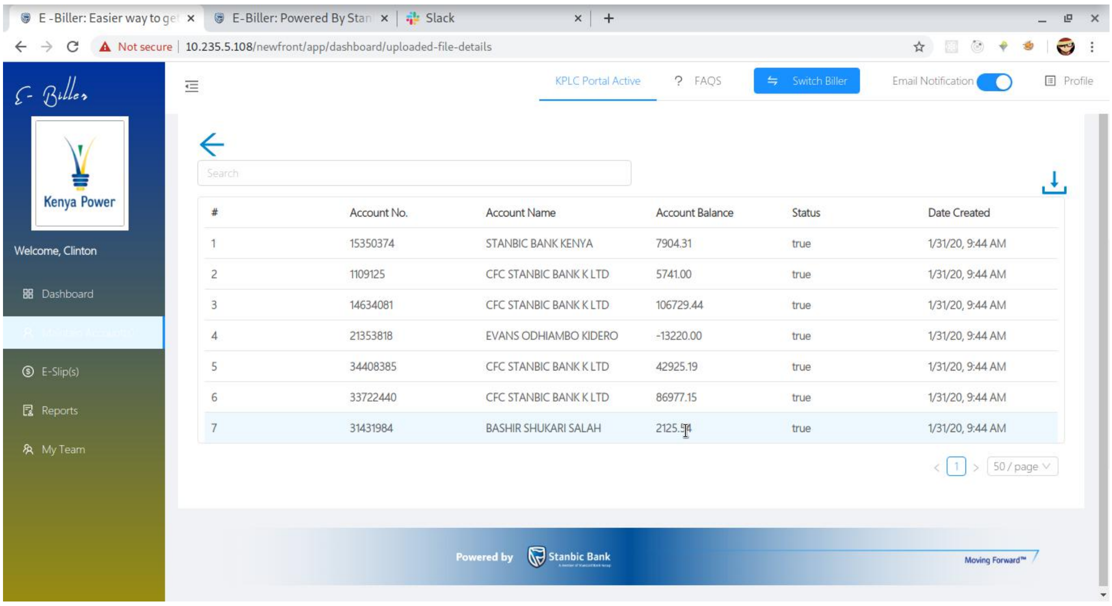
Add multiple accounts by uploading an excel file containing the accounts



Once the upload is complete the accounts are checked if they are valid as they are added to your profile

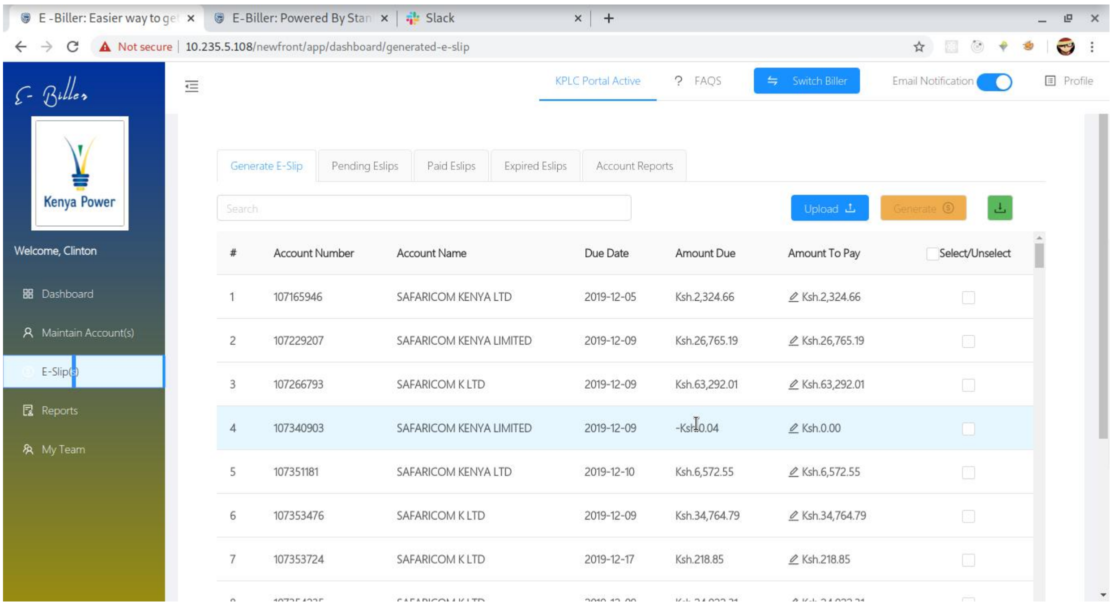


Once the percentage the upload is complete you can view the uploaded accounts or revalidate if any account failed

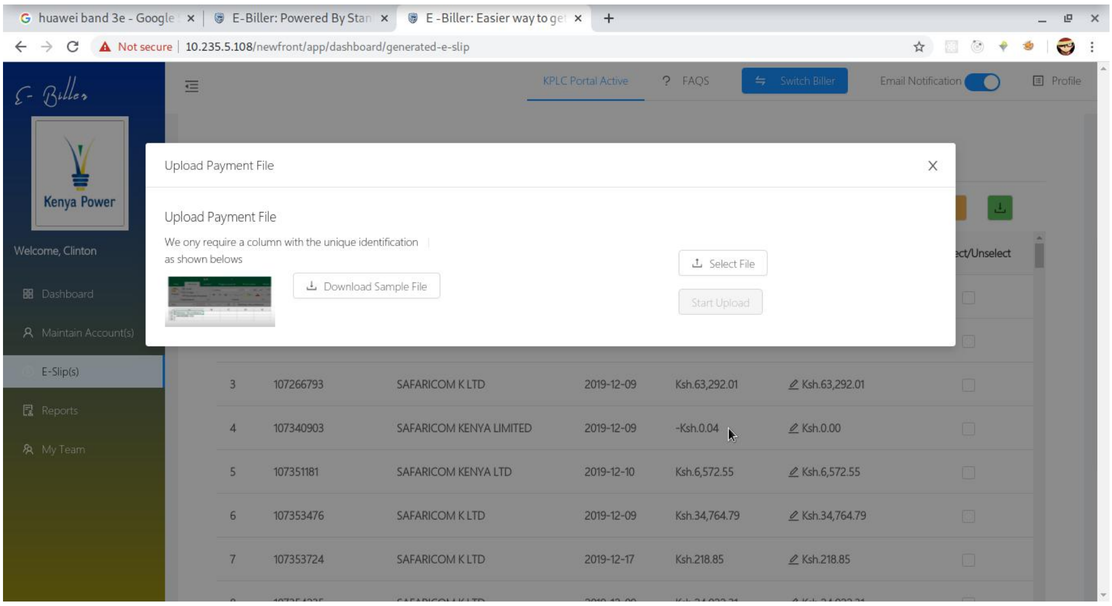


Generate Eslip

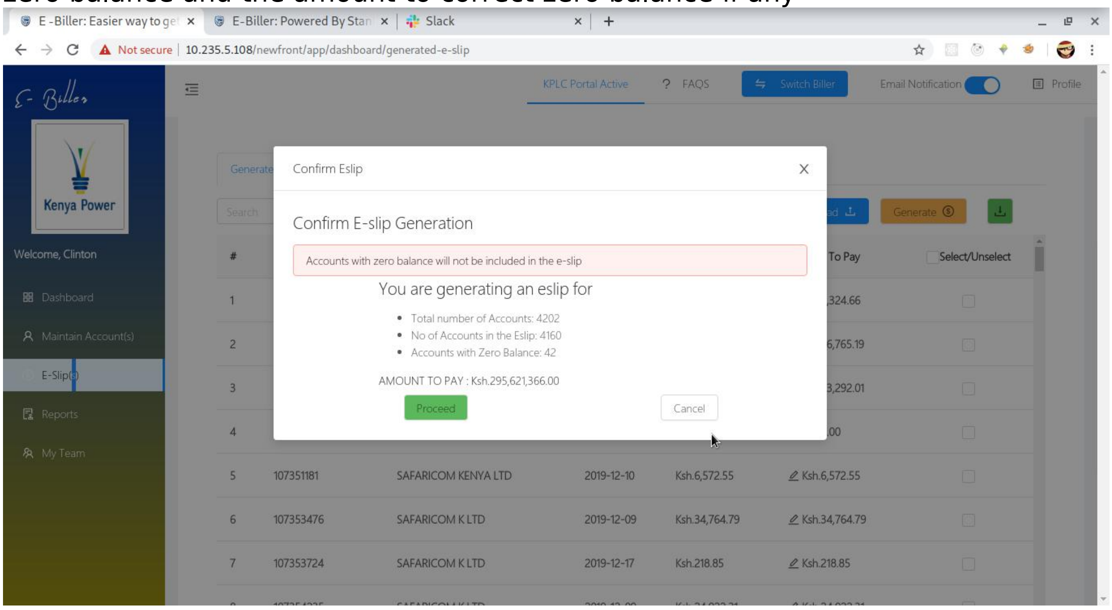
Eslips are generated according to the account



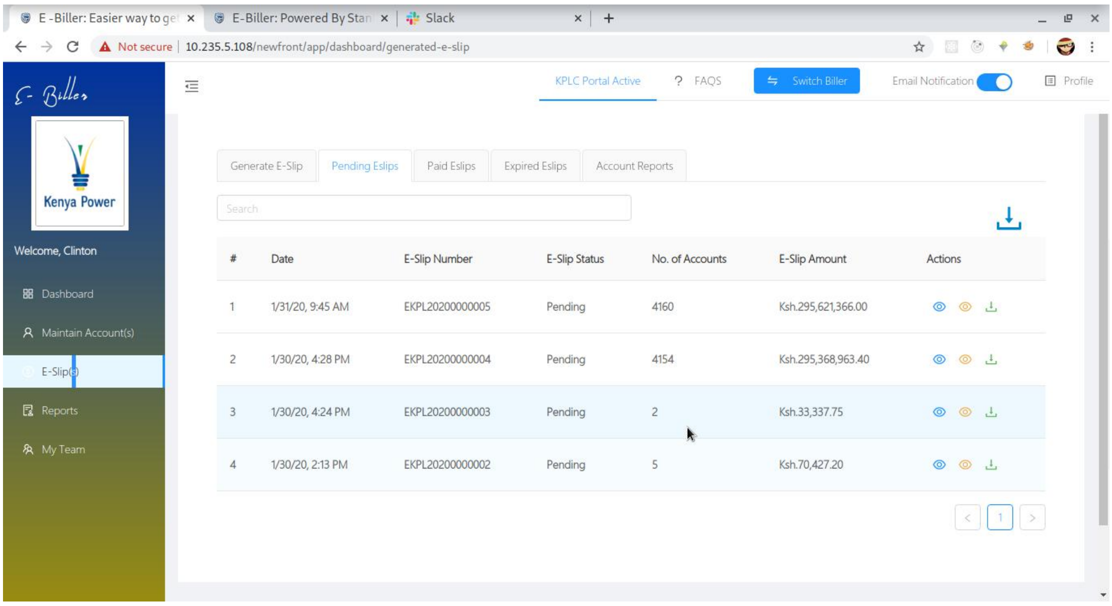
Or by uploading a payment file



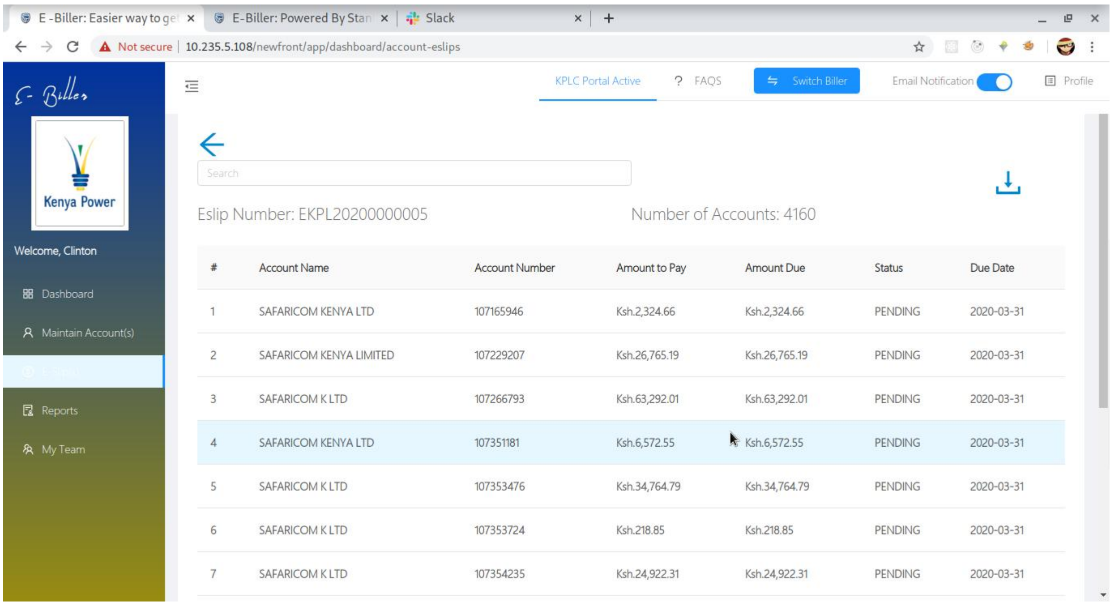
On either instance you'll have a popup to confirm eslip generation
It will outline the number of accounts,number of valid eslips,the accounts with a zero balance and the amount to correct zero balance if any



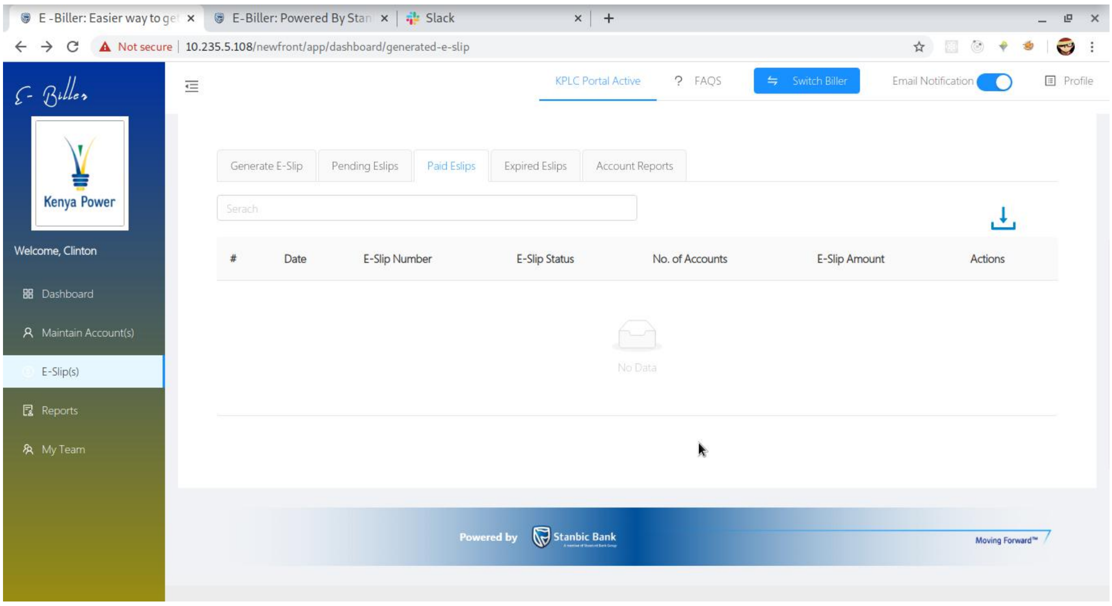
Pending eslips



Eslip Accounts

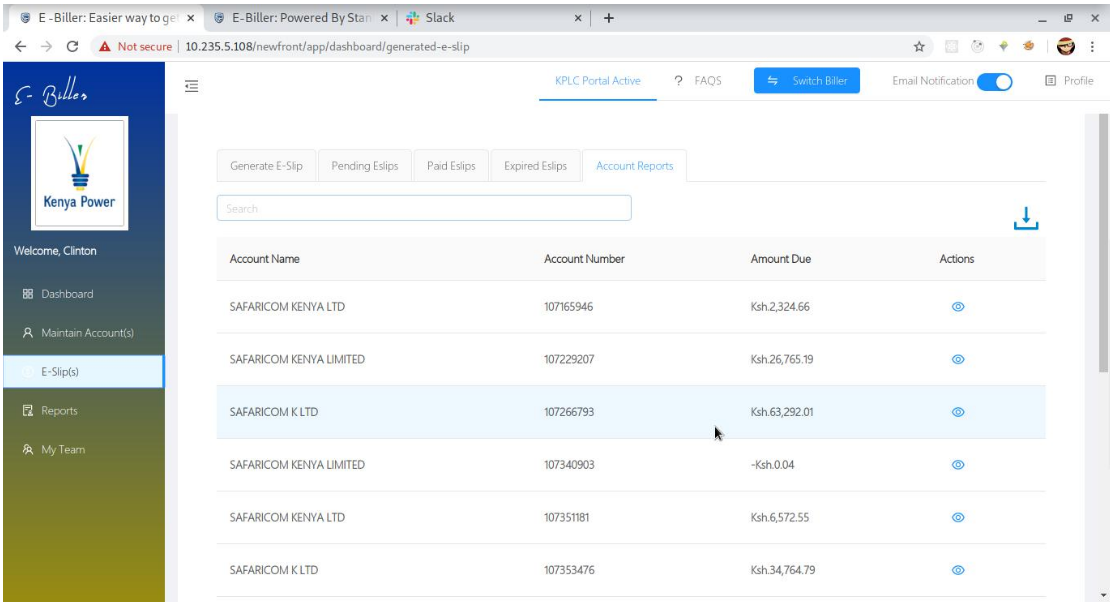


Paid Eslips

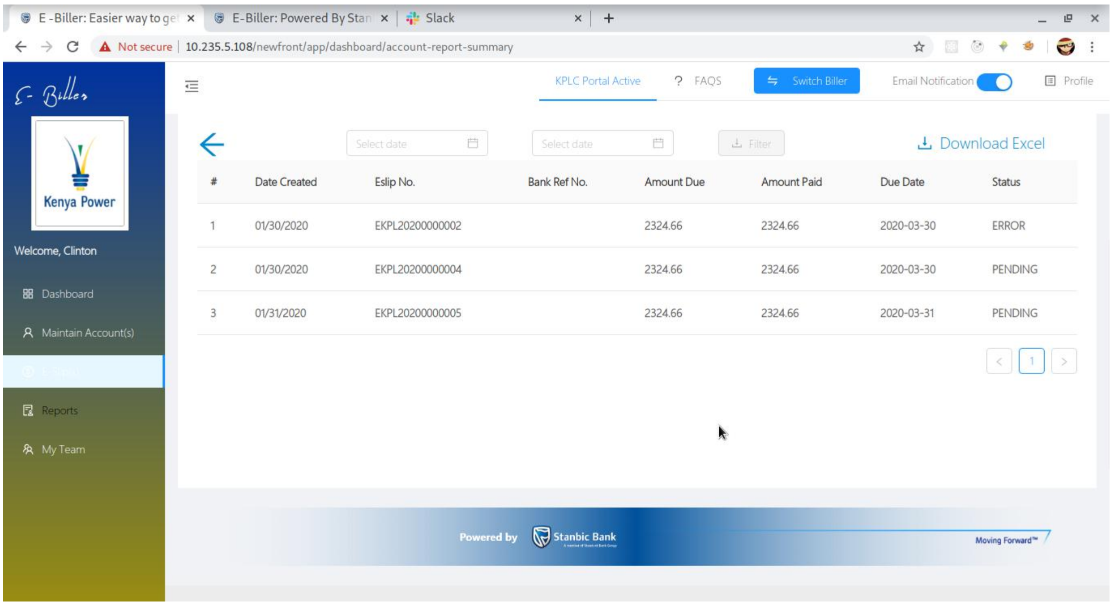


Account Reports

Summary of the accounts according to the eslip



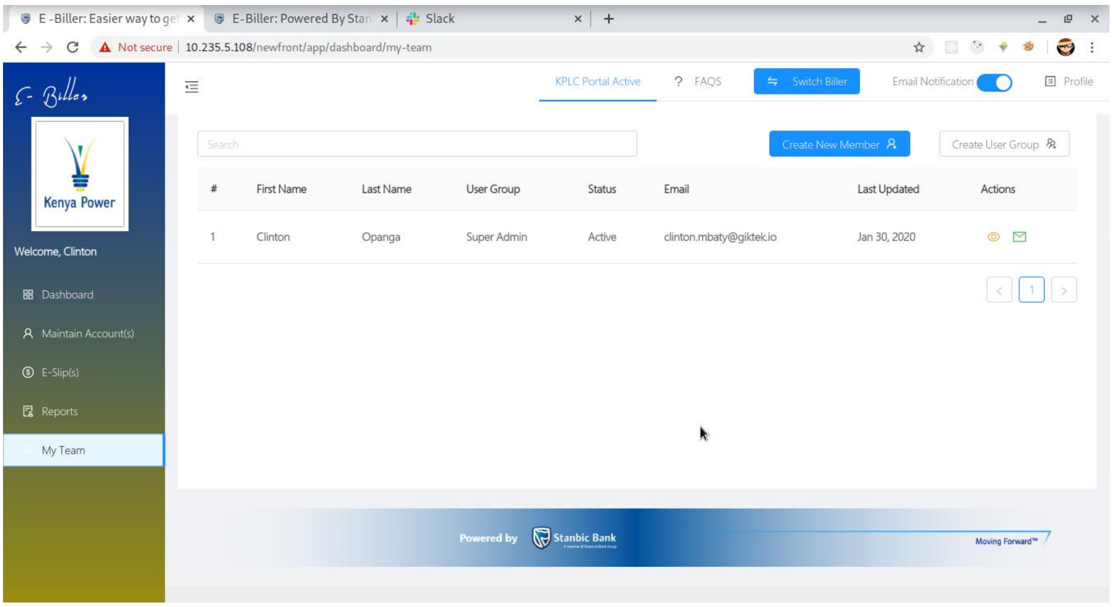
By clicking the eye icon you view a summary of the account



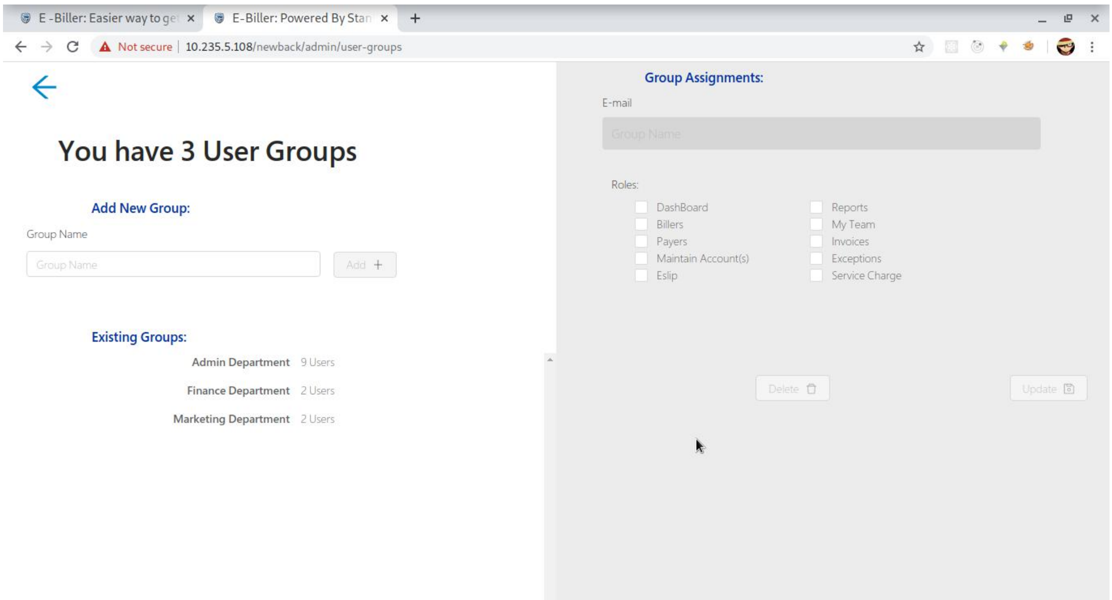
My Team

Team management include

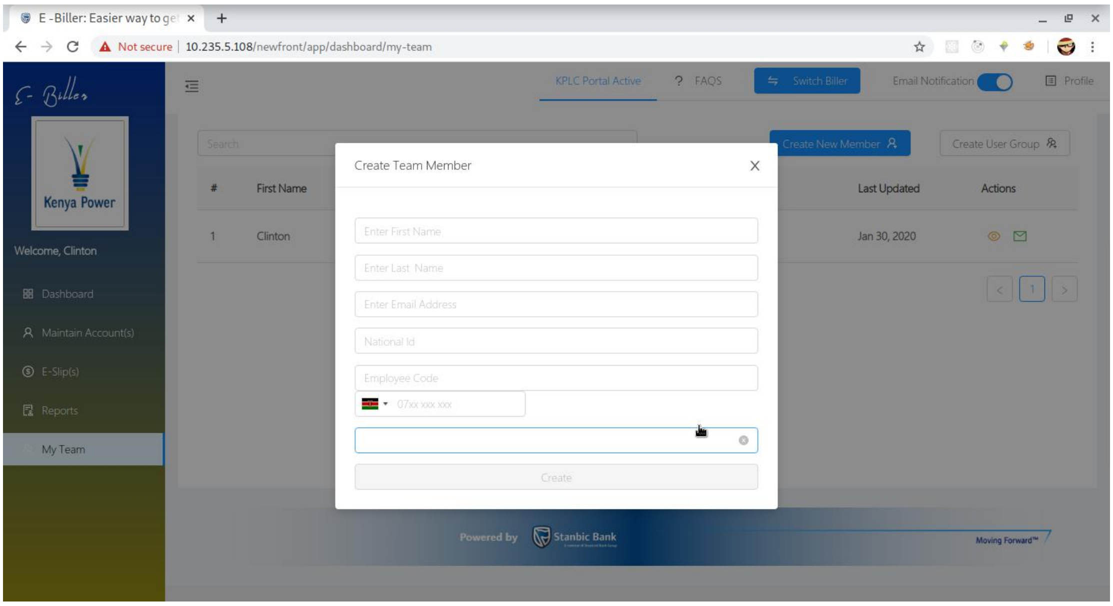
- Adding a team member
- Edit a team Member
- Freeze/Lock a team member
- Create a user group
- Assign user to user group
- Edit/delete user groups



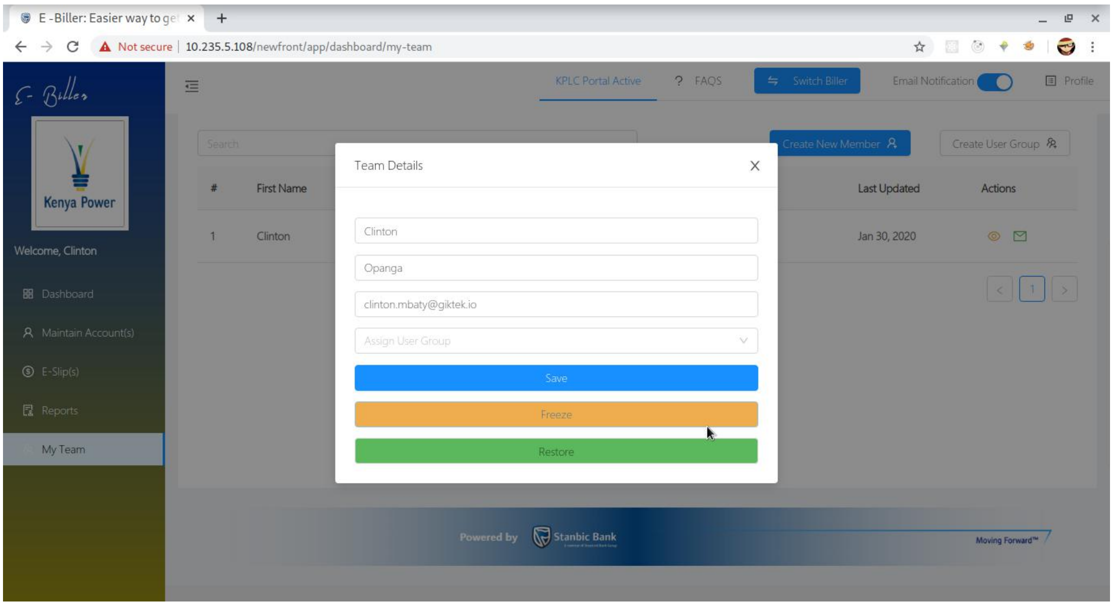
Creating a user group



Creating a team member



Edit team member


E -Biller: Easier way to ge
Not secure
10.235.5.108/newfront/app/dashboard/my-team
KPLC Portal Active
FAQS
Switch Biller
Email Notification
Profile
Kenya Power
Welcome, Clinton
Dashboard
Maintain Account(s)
E-Slip(s)
Reports
My Team
Search
Create New Member
Create User Group
#
First Name
Last Updated
Actions
1
Clinton
Jan 30, 2020
Team Details
Clinton
Opanga
clinton.mbaty@giktek.io
Assign User Group
Save
Freeze
Restore
Powered by
Stanbic Bank
Moving Forward™

The End