



## **Training Manual for Users**

### **BSN Billing**

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# How to Sign up as a Registered User

To create a Registered User account, go to [www.bsnbilling.com](http://www.bsnbilling.com)

Select 'Register'. The registration form will appear. Fill in all the fields listed.

**Logon**

Enter data in all fields if possible. \* means field is mandatory.

|                     |  |
|---------------------|--|
| Customer Number*    | <input type="text"/>                             |
| User Name*          | <input type="text"/>                             |
| First Name(s)*      | <input type="text"/>                             |
| Last Name*          | <input type="text"/>                             |
| E-Mail Address*     | <input type="text"/>                             |
| Title of the person | <input type="text"/>                             |
| Street Name         | <input type="text"/>                             |
| House Number        | <input type="text"/>                             |
| Location            | <input type="text"/>                             |
| Postal Code         | <input type="text"/>                             |
| Country             | <input type="text" value="US"/>                  |
| Invoice#            | <input type="text"/>                             |
| Invoice Date        | <input type="text"/>                             |
| Invoice Amount      | <input type="text"/>                             |
| Phone No            | <input type="text"/>                             |
| Role                | <input type="text" value="Display Access Only"/> |

You will need to provide the all the required fields.

You will need to select the type of access you would like. Access types are Display only, or Payment & Administrative Access

Once the form is completed, select SEND. You will receive a notice that your request is being processed.

Once your access to the Customer Account is verified, you will receive an e-mail notification with your User ID and Password. You can then sign in and access your account.

# Logging On and Using BSN SPORTS Billing

Log in at [www.bsnbilling.com](http://www.bsnbilling.com)

You will see a list of all accounts that you have access to. Select the account you would like to view.

You can conveniently pay bills directly from your initial log in screen. Simply select the bill you would like to pay, and scroll down to the payment options.

| Credit Memo                     | Credit Date  | Purchase Order            | Credit Amount            | Available               | Payment Amount |
|---------------------------------|--------------|---------------------------|--------------------------|-------------------------|----------------|
| There are currently no credits. |              |                           |                          |                         |                |
| Select All                      | Deselect All | Download Selected Entries | Total Net Payment Amount | USD [redacted] USD 0.00 |                |

2. 2. Select the payment method you want to use. You are paying with

Bank or America Lockbox [redacted]  New Credit Card

VISA MasterCard DISCOVER

3. 3. Choose *Continue* to check and confirm your payment.

[Continue](#)

To the left of your screen, you will see the following tabs:



# Open Bills Screen

In the first screen 'Open Bills' – You will see a list of open Bills. You can conveniently pay bills directly from this page using the "Payment & Administrative Access". You will see a list of invoices and any credits on this screen.

To pay a bill, select it from the list of *Invoices*. Scroll down and complete the *payment method* section on the same screen.

**BSN SPORTS**  
**BSN SPORTS BILLING**  
Customer Account Services - Invoices/Statements/Payments

**Open Bills**

- Paid Bills
- Payments
- Dispute Cases
- Historical Statements
- Address Data
- Bank Data
- Credit Cards
- Paperless Options
- Change Password
- Switch Account
- FAQ
- Log Off

**List of New Open Items**

1. Select all bills that you would like to pay:

|                          | Invoice      | Invoice Date | Purchase Order |
|--------------------------|--------------|--------------|----------------|
| <input type="checkbox"/> | ▲ 0096526633 | 12/01/14     | 80900          |

|                          | Credit Memo | Credit Date |
|--------------------------|-------------|-------------|
| <input type="checkbox"/> | 0096566278  | 12/11/14    |

Select All   Deselect All   Download Selected Entries

2. Select the payment method you want to use. You are pa

Payment Method not yet Known

You can apply credits to your payment directly from this screen. To do so, select the credits you would like to use. Please be aware that the credits you apply to your payment cannot exceed the debit amount. You cannot have a credit balance when you make a payment.

## Open Bills Screen – Continued

You can also view the following action items on this page.

The screenshot shows a table with a 'Find Bills' search bar at the top. The table has two main columns: 'Action' and 'Proof of Delivery'. The 'Action' column contains icons for displaying invoices, contact history, and creating disputes. The 'Proof of Delivery' column contains a truck icon. Four callout boxes with arrows point to specific icons: 'Display Invoice in PDF format' points to a PDF icon, 'Display Contact History and responses to Disputes' points to a speech bubble icon, 'Create a Dispute' points to a speech bubble with a red 'X' icon, and 'Proof of Delivery' points to the truck icon.

| Find Bills |                   |
|------------|-------------------|
| Action     | Proof of Delivery |
|            |                   |
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|            |                   |

# Viewing Paid Bills and the Payment Tab

**Paid Bills Tab** – You can directly view Paid Bills or use the search function to find items not listed.

### List of Bills Paid or Payment Arranged

To display paid bills, select the appropriate search criteria:

**Status**  **Period**

Search for Bills in the Selected Period:

**Display all Bills in Selected Period**

**Invoice**  To

**InvoiceDate (Month/ Day/ Year)** / /  To / /

**Purchase Order**

**Sales Order**  To

**Sport Type**


**Bill Amount:**  To

**Arranged/Paid Amount:**  To

**Text in Payment Method:**

You will have the option to download all previous bills.

## Payment Tab



### BSN SPORTS BILLING

Customer Account Services - Invoices/Statements/Payments

- Open Bills
- Paid Bills
- Payments**
- Dispute Cases
- Historical Statements
- Address Data
- Bank Data
- Credit Cards
- Paperless Options
- Change Password

#### List of Payments

To display the list of payments, select the appropriate search criteria:

**Status**  **Period**

| Check Number | Payment Description              |
|--------------|----------------------------------|
|              | Payment 0009379100 of 2015/01/13 |
|              | Payment 0009229146 of 2014/12/15 |
|              | Payment 0008888261 of 2014/10/24 |

# Disputes and Historical Data

## Dispute Cases Tab

The Dispute Cases tab will allow you to display any existing disputes. You can search for all disputes, open disputes and for any time period.

## Historical Statements tab

This tab will display any historical statements associated with your account. By clicking on the statement, you can view the statement in PDF format.

## Address Data Tab

The Address Data tab will display the address that BSN Billing has for you on file. If you would like to change our address information, you will need to e-mail [BSNSPORTSBilling@BSNSPORTS.com](mailto:BSNSPORTSBilling@BSNSPORTS.com)

You will also find a 'contact us' tab on this page.

The **Bank Data Tab** and **Credit Card Tab** display the bank details and credit card information saved for your account. You can edit this information directly on these pages.

The **Automatic Debit Authorization tab** will display automatic authorization information if you have given this authorization. You can allow automatic debit authorization or withdraw it on this screen.

The **Paperless Option Tab** allows you to select paper invoices to be delivered by mail, e-mail invoices, or both paper and e-mail invoices. You can request e-notifications or pdf attachments for your e-mail invoices.

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**Paperless Options**

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Paper invoices (via US mail)

Electronic (via Email)

**Notify me** - Send me one email when new billing documents are available to view online.

**PDF Attachments** - Send me separate emails with each new billing documents attached as PDF.  
*I am aware that I may receive multiple emails per day*

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[Add/Edit](#)

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You can change your password on the 'Change Password' page.



You can view a different account by going to the **'Switch Account'** page.

For frequently asked questions and more details on how to use you're BSN Billing system, visit the **FAQ page**.

# How to make payments as a Guest

You are not required to create a Registered User Account in order to make payments. You can pay as a guest. To do so, select the 'Pay as a Guest' option. The following screen will appear:

\* Please enter invoice number, invoice date and billed amount.  
 \* Upon completion, please click on "validate". Then proceed to enter your credit card number information.

Guest User Pay:

| Invoice | InvoiceDate (MMDDYYYY) | Billed Amount |                        |             |          |               |             |                |
|---------|------------------------|---------------|------------------------|-------------|----------|---------------|-------------|----------------|
|         |                        |               | Add Additional Invoice |             |          |               |             |                |
|         |                        |               | Validate               |             |          |               |             |                |
| Invoice | InvoiceDate            | PO number     | Sales Order            | Sports Type | Due Date | Billed Amount | Open Amount | Payment Amount |
|         |                        |               |                        |             |          |               |             |                |
|         |                        |               |                        |             |          |               |             |                |

**Your Credit Card Data :**

Card Type  Expiry Date(MM/YYYY)  Total Payment Amount

Card Number  Card Verification Code/Value

Card Holder

**Your Billing Address:**

Address1  City/State

Address2  Zip

You will need an Invoice number, date and billed amount and you can pay by Credit Card.

A simple, convenient and safe way to make payments!