

Training Manual for Users BSN Billing

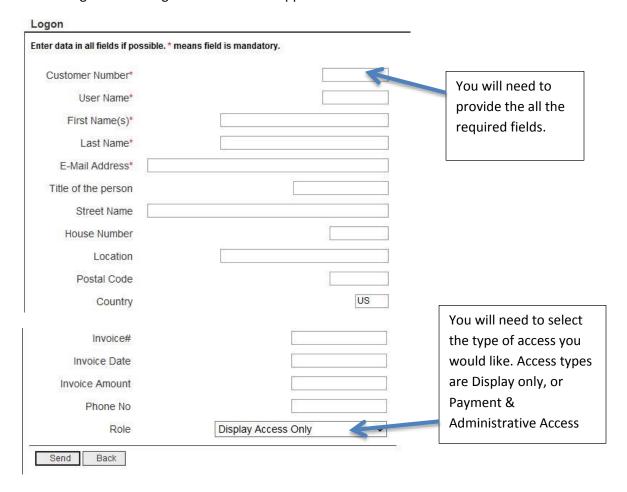
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How to Sign up as a Registered User

To create a Registered User account, go to www.bsnbilling.com

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



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

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.



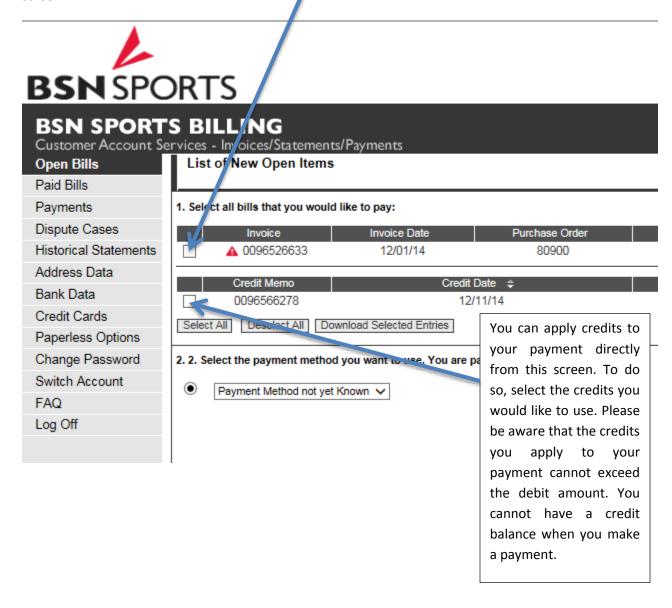
To the left of your screen, you will see the following tabs:



Open Bills Screen

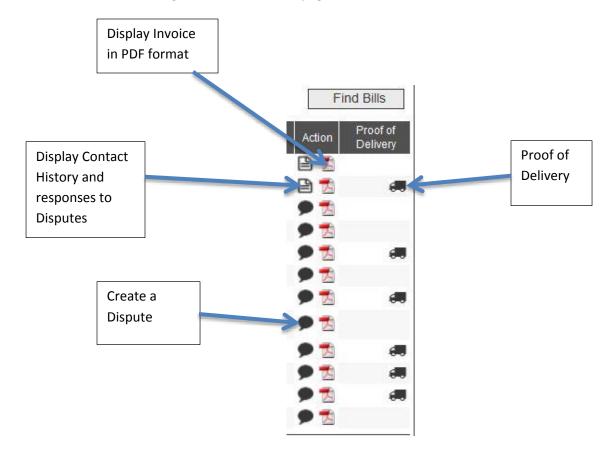
In the first screen 'Open Bills' – You will see a list of open Bills. You can conveniently pay bills directly from this page using the "Payment & Administrative Access". You will see a list of invoices and any credits on this screen.

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



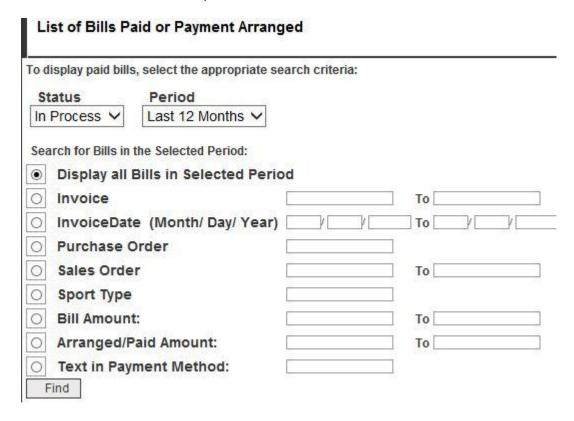
Open Bills Screen – Continued

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



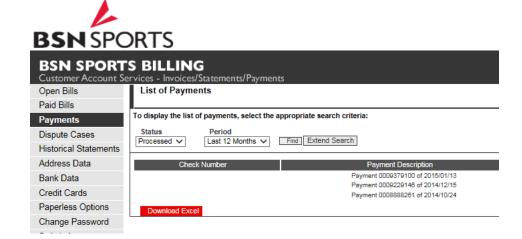
Viewing Paid Bills and the Payment Tab

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



You will have the option to download all previous bills.

Payment Tab



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

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.

to view online.
nents attached as PDF.
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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 bil	led amount.	vour credit	card number information.					
uest User P		Non Tallacto I IIIo	. proceed to enter	your oroun						
Invoice	InvoiceDate (MMDDYYYY)	Billed Amount								
			Add Addition	al Invoice						
			Validate Validate		Validate		Validate			
Invoice	InvoiceDate	PO number	Sales Order	Sports Type	Due Date	Billed Amount	Open Amount	Payment Amount		
our Credit	Card Data :		1			98	l.	lo po		
ard Type					Expiry Date(MM/YYYY)	500	Total Payment Amoun	nt		
ard Number					Card Verification Code/Value					
ard Holder					The second succession of the second s					
our Billing	Adress:	22								
ddress1		10			City/State		[
ddress2					Zip		4	Pay		

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!