



Split Bill Service

User Manual



1. The Split Bill service is offered through Cyta's ebill service. So a legal entity must register and create account on Cyta's ebill service, which can be found on www.cyta.com.cy. The access codes will be sending into the next five days by mail.
2. When the customer will received the codes, will used them to login the ebill service. Press «My login»

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cyta Personal Small & Medium Business Large Business Bundled Services Devices My Account & Self Care

Username Password LOGIN [Forgotten your password?](#) [Register Now](#)

My Account & Self Care

- My Account
 - Quick Payment of Bills
- ebill**
 - FAQs
- Split Bill
 - Call Me Back
- Registration & Login
- Security

My Account

You don't have a My Account yet?

Registration to My Account provides you with:

- Seamless browsing through Cyta's products & services
- Convenient placing of online orders for more than 500 products & services
- Access to the ebill service which includes:
 - information on your monthly charges, payments

Login to My Account

Username

Password

Login

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3. When the customers will connected, they will see the welcome page
4. Then press the ebill point next to the My login point and the below page will appear.

The screenshot shows a web browser window with the URL 'cyta'. The page title is 'My Account'. On the left, there is a navigation menu with the following items:

- My Account & Self Care
 - My Account
 - ebill
 - Split Bill
 - Telephones List
 - Payments History per Service
 - Payments History per Month
 - Terminate Split Bill Service
 - Call Me Back
 - Registration & Login
 - Security

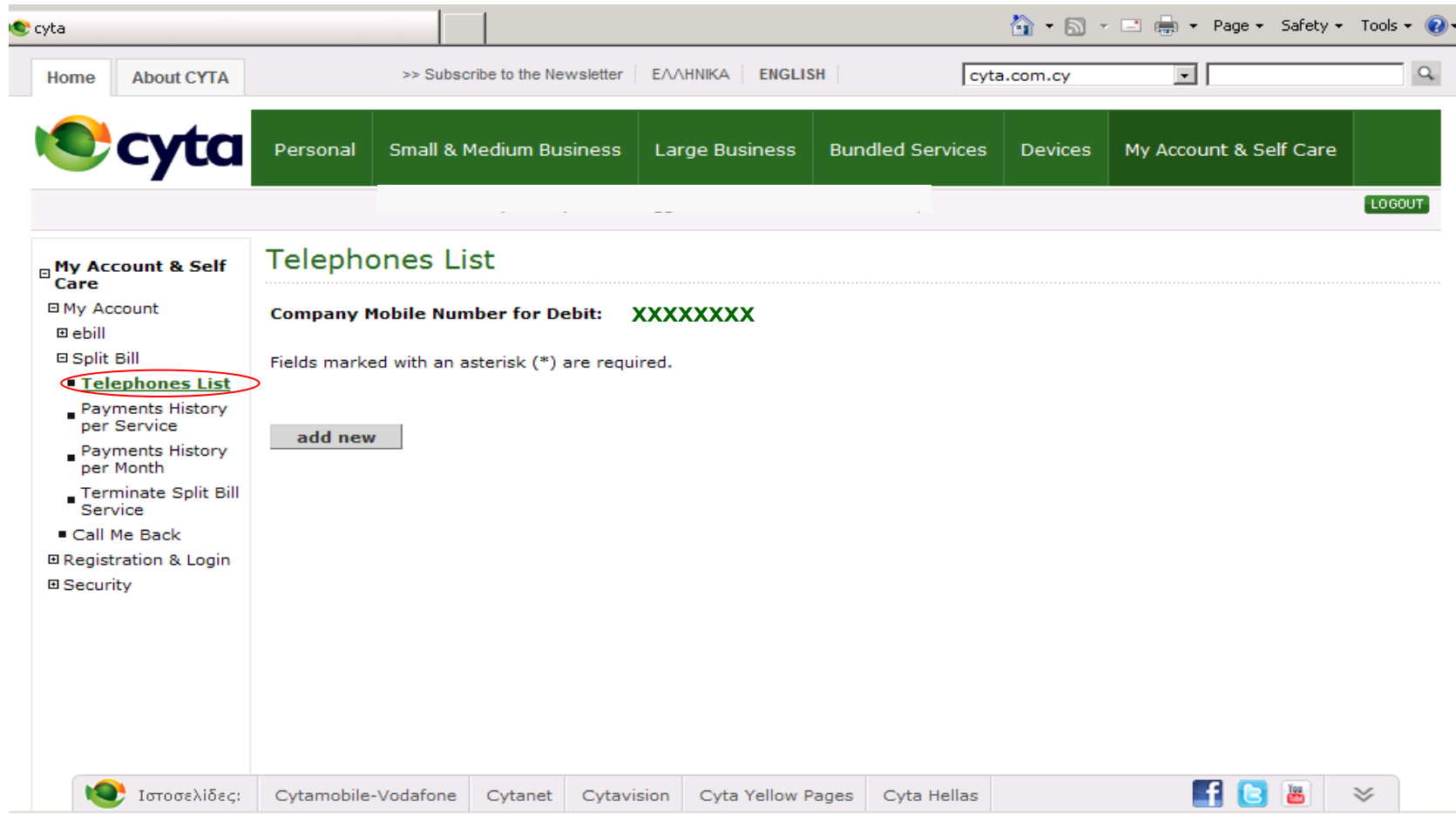
The main content area has a header 'My Account' and a large image of a woman using a laptop. Below the image, it says 'Welcome to «My Account»' and 'You can now:' followed by a list of services:

- Browse seamlessly through Cyta's products & services and the ebill service
- Place online orders more conveniently for more than 500 Cyta products & services
- View your monthly charges, payments and any outstanding bills
- Securely pay your bills using a credit card
- Get information on your current month call charges
- Get access to your itemised statement of calls for the last six months
- Cover part of your employee monthly telephone bills trough the Split Bill service (available only for companies)
- Manage My Account

The footer contains several sections: 'About Us' (Corporate Information), 'Media Center' (Press Releases), 'Contact Us' (Contact Phones), 'Information of Interest' (Cyta Tenders), and 'Useful Links' (Cyta Websites). At the bottom, there are social media icons for Facebook, Twitter, and YouTube, along with a search icon.



5. From the menu on the left «My Account & Self Care» select «Split Bill». If the legal entity signed the registration form, then the Split Bill selection will appear in My Account
6. There are four (4) selections.
7. By choosing «Telephone list» the next page will appear.



8.To this page/ screen appears the company’s mobile phone number which will be charge every month. This mobile number could not be changed.

9.Click on “Add new” the next screen will appear. To this screen the user will enter the necessary data (employees mobile number, employees customer number/on his bill, amount, start month).

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Telephones List

Company Mobile Number for Debit: XXXXXXXX

insert	cancel
*Mobile No	<input type="text"/>
*Customer No	<input type="text"/>
*Allowance (€)	<input type="text"/>
*Start Month (MM/YYYY)	<input type="text"/>
End Month (MM/YYYY)	<input type="text"/>
Notes	<input type="text"/>

Fields marked with an asterisk (*) are required.

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10. Press «INSERT» to save the record or «CANCEL» if you do not the record to be save. When you press «INSERT» the record will appears to the table.

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My Account & Self Care

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Telephones List

Company Mobile Number for Debit: xxxxxxxx

Fields marked with an asterisk (*) are required.

*Mobile No	*Customer No	*Allowance (€)	*Start Month (MM/YYYY)	End Month (MM/YYYY)	Notes		
xxxxxxx	xxxxxx	25	02/2012	01/3000		edit	remove

add new

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11. If the legal entity wants to «Edit» or «Remove» a record must press the equivalent point next to the record. Every action is applied from the current month.
12. The legal entity could see the historical payments, from the menu on the left.
13. If the legal entity wants to terminate the Split Bill service, then the must select this action from the menu on the left. The termination will have immediate effect.
14. If the legal entity wants the Split Service again, then you must submit a new application form.

