Split Bill Service

User Manual
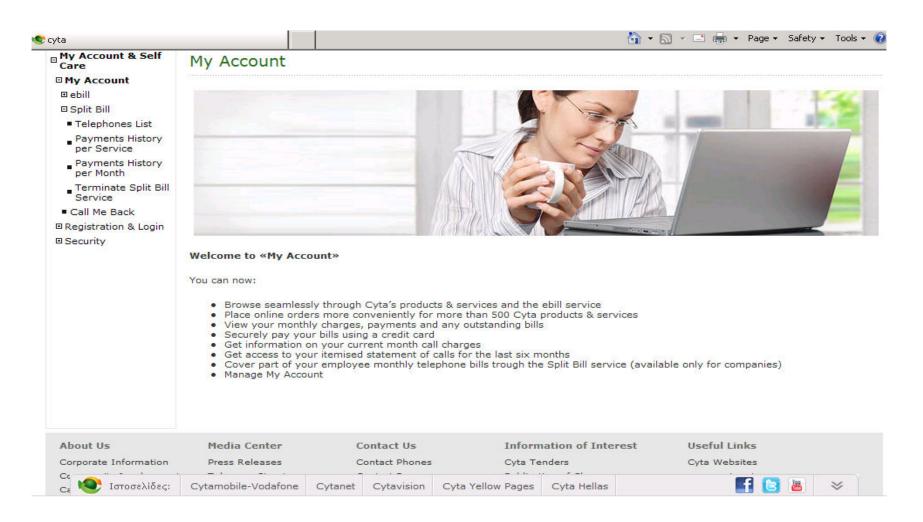
1. The Split Bill service is offered through Cyta's ebill service. So a legal entity must register and create account on Cyta's ebill service, which can be found on www.cyta.com.cy. The access codes will be sending into the next five days by mail.

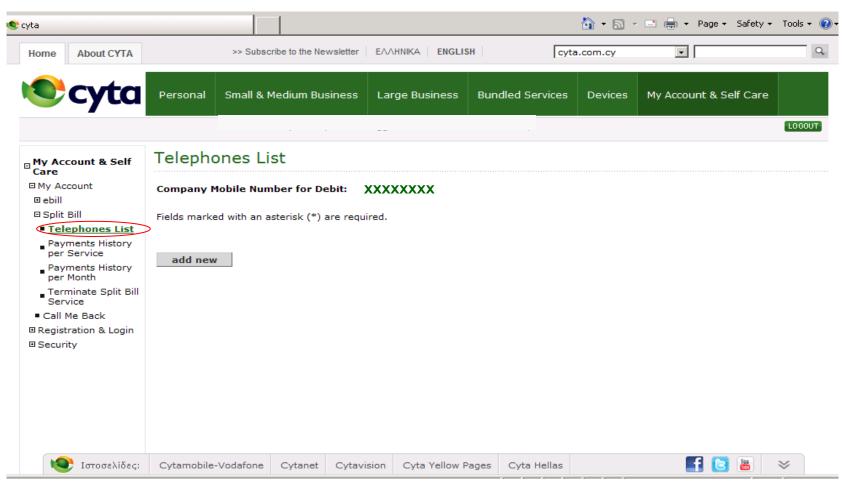2. When the customer will received the codes, will used them to login the ebill service. Press «My login»

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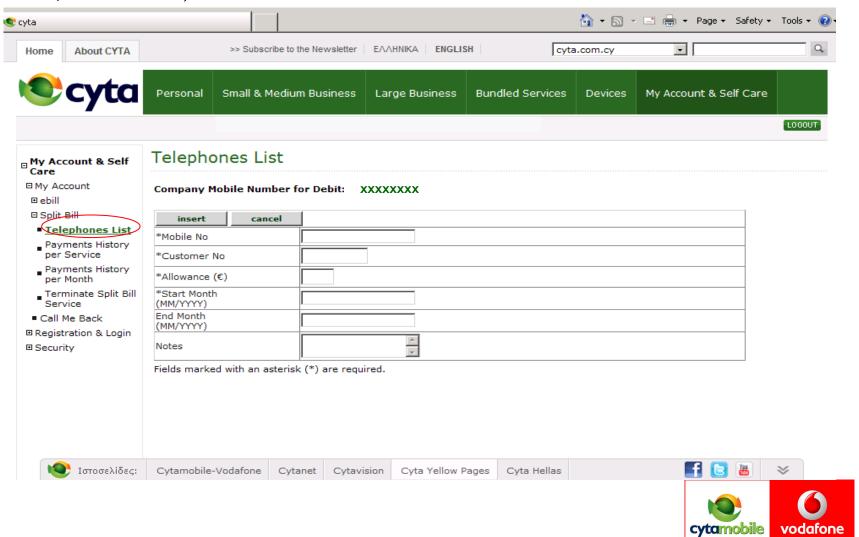4. Then press the ebill point next to the My login point and the below page will appear.

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 appears My Account
6. There are four (4) selections.
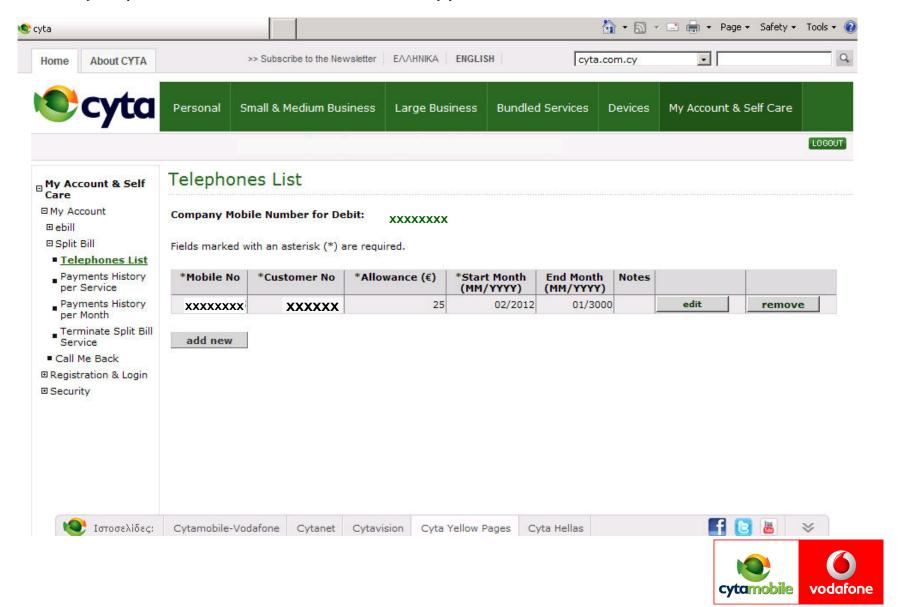7. By choosing «Telephone list» the next page will appears.

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).

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.

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.