



webill

• READ • RATE • RECOVER

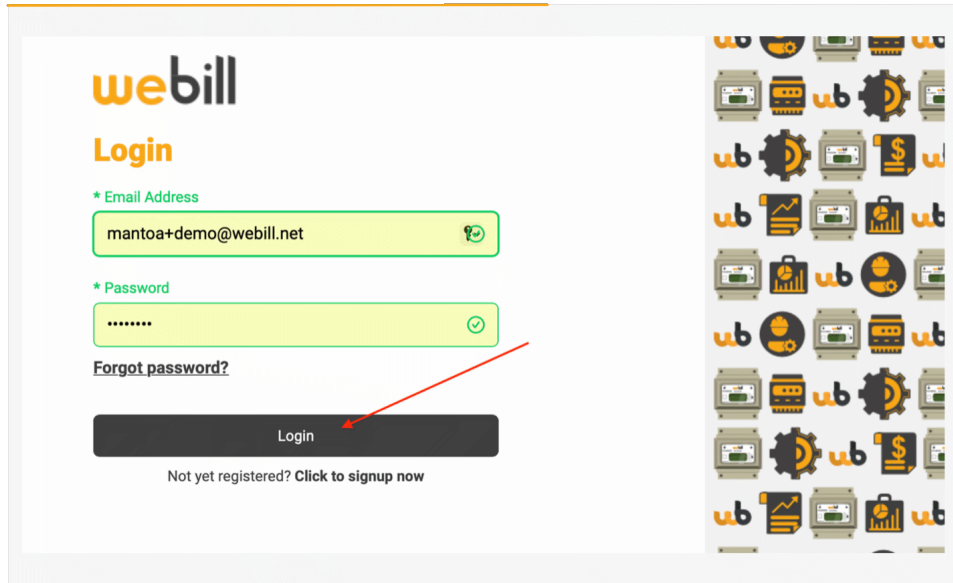
CONSUMER INFORMATION UPDATE

How to update tenant information and send out new Consumer App invitations

Use the link to load the WeBill web view: <https://wb.webill-test.net/org/login>

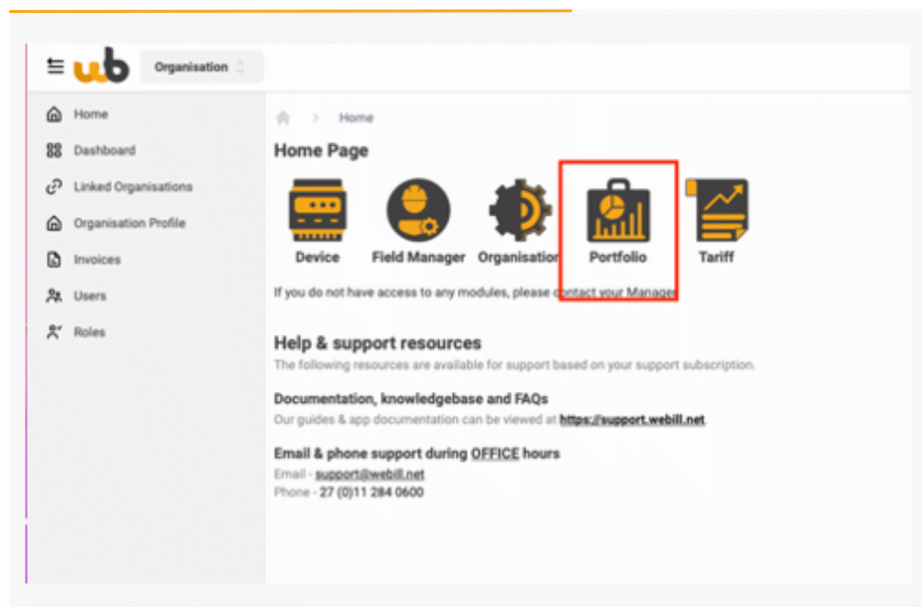
WeBill Admin Web View

Step 1: Log in with your credentials.



The screenshot shows the WeBill login page. On the left, there is a login form with the WeBill logo at the top. Below the logo is the word "Login". There are two input fields: one for "Email Address" containing "mantoa+demo@webill.net" and one for "Password" with masked characters. Below the password field is a link for "Forgot password?". At the bottom of the form is a "Login" button, which is highlighted with a red arrow. Below the button is a link for "Not yet registered? Click to signup now". On the right side of the page, there is a vertical strip of various icons representing different modules and features.

Step 2: Select the Portfolio Module on the home page.



Step 3: Click on Units

Sites

Portfolios

Portfolio Asset Upload

Consumers

Meters

Sites

Add New Site

ListMap

Search by name or address

SITE NAME	UNITS	COMMON AREA UNITS	TARIFFS	METERS	CONSUMERS	TAGS
<div>Site 1</div> <div>80 Greenvale Rd, Rietfontein 634r, Germiston, 1401</div>	16	0	1	+ Click to add	+ Click to add	
<div>DEMO</div> <div>147 Northreef Rd Road, Germiston, Gauteng 1429, South Africa</div>	6	0	5	+ Click to add	+ Click to add	

Step 4: Click on the Consumer you wish to manage.

Units

Units > DEMO

147 Northreef Rd Road, Germiston, Gauteng 1429, South Africa

Add New Unit

Search by unit name or tag

UNIT NAME	METERS	CONSUMERS	TAGS
Unit 1	<div>19000295</div> <div>19000103</div> <div>+</div>	<div>Michelle Potgieter (33.3%)</div> <div>Nick (33.3%)</div> <div>Iorraine (33.3%)</div> <div>+</div>	<div>+ Click to add</div> <div>Manage</div>
Unit 2	<div>19000249</div> <div>+</div>	<div>Mantova (100%)</div> <div>+</div>	<div>+ Click to add</div> <div>Manage</div>

Step 5: Make the necessary change and select Update consumer. If a new consumer app invitation needs to be sent out, click on the **not sent (click to send)** button to send out a new Consumer app invitation.

Manage Consumer of Unit 2

Not Sent (Click to Send)

Full Name or Business Name

Mantoa

Trading Name

Enter consumer trading name

Email

mantoa@webill.net

Cell Number

Enter consumer cell number

VAT No

Enter consumer VAT number

ID number/Company Registration Number

This field can be an id number, company reg number, social security number, passport number or phone number.

3456

Reference Number

Enter consumer internal reference number

Consumption allocation for consumer(s)

How much of the unit's consumption should be allocated to this consumer?

Percentage cannot be adjusted as there are no other consumers sharing the consumption

Mantoa (This Consumer) - 100.0%

Update Consumer

Close

Remove Consumer