



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.webbill-test.net/org/login>

WeBill Admin Web View

Step 1: Log in with your credentials.

webill
Login

* Email Address
mantoa+demo@webill.net

* Password
.....

[Forgot password?](#)

Login

Not yet registered? [Click to signup now](#)

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

wb Organisation

Home

Dashboard

Linked Organisations

Organisation Profile

Invoices

Users

Roles

Home Page

Device Field Manager Organisation **Portfolio** Tariff

If you do not have access to any modules, please [contact your Manager](#)

Help & support resources
The following resources are available for support based on your support subscription.

Documentation, knowledgebase and FAQs
Our guides & app documentation can be viewed at <https://support.webill.net>

Email & phone support during OFFICE hours
Email - support@webill.net
Phone - 27 (0)11 284 0600

Step 3: Click on Units

The screenshot shows the 'Sites' management interface. On the left is a navigation menu with 'Sites' selected. The main area has a search bar and an 'Add New Site' button. Below is a table with columns: SITE NAME, UNITS, COMMON AREA UNITS, TARIFFS, METERS, CONSUMERS, and TAGS. Two sites are listed: 'Site 1' (80 Greenvale Rd, Germiston, 1401) and 'DEMO' (147 Northreef Rd Road, Germiston, Gauteng 1429, South Africa). The 'UNITS' value for 'Site 1' is '16', which is highlighted with a red box. There are '+ Click to add' buttons for METERS and CONSUMERS for both sites.

SITE NAME	UNITS	COMMON AREA UNITS	TARIFFS	METERS	CONSUMERS	TAGS
Site 1 80 Greenvale Rd, Rietfontein 63-lr, Germiston, 1401	16	0	1	+ Click to add	+ Click to add	
DEMO 147 Northreef Rd Road, Germiston, Gauteng 1429, South Africa	6	0	5	+ Click to add	+ Click to add	

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

The screenshot shows the 'Units' management interface for 'DEMO' (147 Northreef Rd Road, Germiston, Gauteng 1429, South Africa). It features a search bar and an 'Add New Unit' button. Below is a table with columns: UNIT NAME, METERS, CONSUMERS, and TAGS. Two units are listed: 'Unit 1' and 'Unit 2'. 'Unit 1' has two meters (19000295 and 19000103) and three consumers: Michelle Potgieter (33.3%), Nick (33.3%), and lorraine (33.3%). 'Unit 2' has one meter (19000249) and one consumer: Mantova (100%). The 'Mantova (100%)' consumer is highlighted with a red box. There are '+ Click to add' buttons for METERS and CONSUMERS for both units, and 'Manage' buttons for each unit.

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

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**