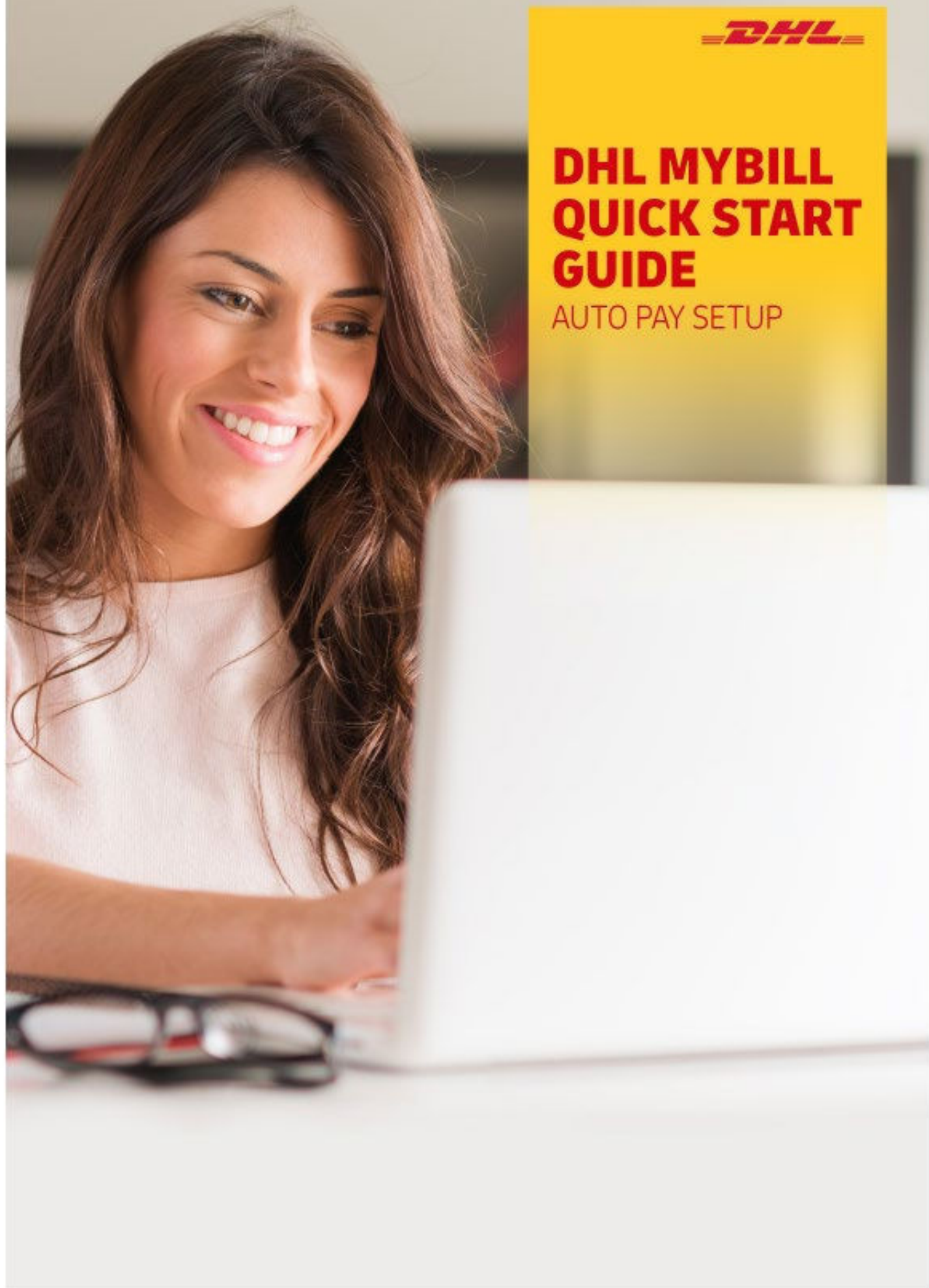




DHL MYBILL QUICK START GUIDE

AUTO PAY SETUP



1. Logging In



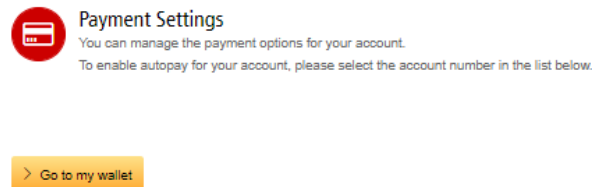
To log in to the DHL MyBill system, open the link below in your web browser: mybill.dhl.com/login

If you are already enrolled to use MyBill: Enter your email address in the Email Address box and type your password in the Password box and then click Login.

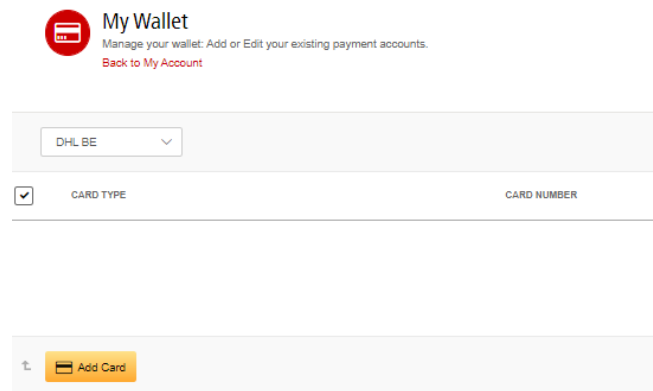
2. Set up My Wallet for E-Billing

2.1 How to Set up a bank account in My Wallet

Go to your “My Account” screen and select the “Go to My Wallet” button in the Payment Settings section.



Select the “Add Card” button.



You will be redirected to a page where you can enter your preferred method of payment and the requested details.

Credit / Debit Card

Name on Card:

Card number:

Expiry date:

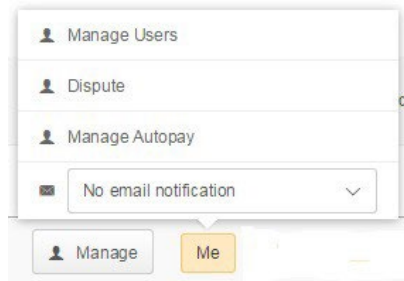
CVV/CVC:

Once you have completed the form, click the “Submit” button to ensure your details are saved for the next time.

If you wish to add another account, select the “add Card” button and repeat the process.

2.2 How to Set up AutoPay on Your Account

In order to set up AutoPay, you must have AutoPay permission rights on the account. To find out whether you have these rights, go to the “My Account” screen and scroll down to the My Accounts overview. Clicking on the Me button will prompt a window to appear which will list the permissions you hold for each account. If “Manage AutoPay” appears in the list, you have the necessary permission to set up AutoPay on your account.



In the My Accounts overview in the “My Account” screen, you will find a list of your accounts. Select the account on which you wish to set up AutoPay by clicking on the actual account number.

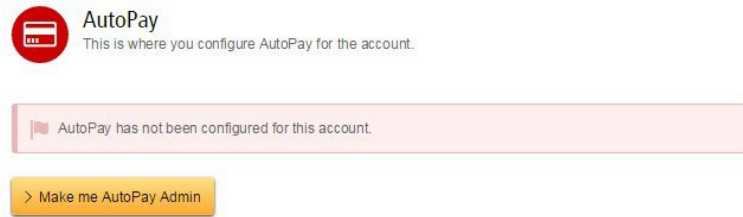
My Accounts
You can have one or more company accounts associated with your user profile. You may also invite other users to your Accounts.
To modify your paper delivery preference, please send account number and request via email to online.br@dl.com
[Upload new users](#)

Select for more options Total records: 2 20 per page Page 1 of 1

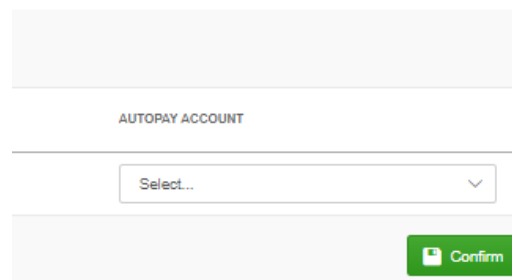
<input type="checkbox"/>	ACCOUNT NUMBER	AR ACCOUNT	COMPANY NAME	MANAGE	
<input type="checkbox"/>	1616161616	1616161616	DHL Employee shipments	<input type="button" value="Manage"/>	<input type="button" value="Me"/>
<input type="checkbox"/>	7171717171	1616161616	DHL Employee shipments	<input type="button" value="Manage"/>	<input type="button" value="Me"/>

Select for more options Total records: 2 20 per page Page 1 of 1

Then select the “Make Me AutoPay Admin” button.



You will then be redirected to the Wallet screen. Select a Wallet bank account for the account number that you wish to activate for AutoPay. Select “Confirm”



Your account will be updated with the AutoPay setup.*

***REMINDER: You must set up AutoPay for each billing account separately in order to ensure all your accounts are billed through this function.**

3. Additional Details and Contacts

For further details on how to use MyBill, please review the complete online MyBill [user guide](#)

If you are experiencing problems logging in to MyBill or if you require assistance with your account settings or user rights, please contact us at efssbruquery@dhl.com.