

Enroll in the Verizon Bill on Behalf of service.

Guide

Take these easy steps to a single, integrated bill.



Businesses today are buying complete solutions – devices, software, services and network – from multiple providers. Here at Verizon, we support a community of technology partners that source many components of these solutions.

While your solution may come from multiple sources, you can now receive a single bill with the **Verizon Bill on Behalf of service**. The service integrates charges associated with your Verizon products and services along with the charges from partners that participate in the service.

Here's how to enroll:

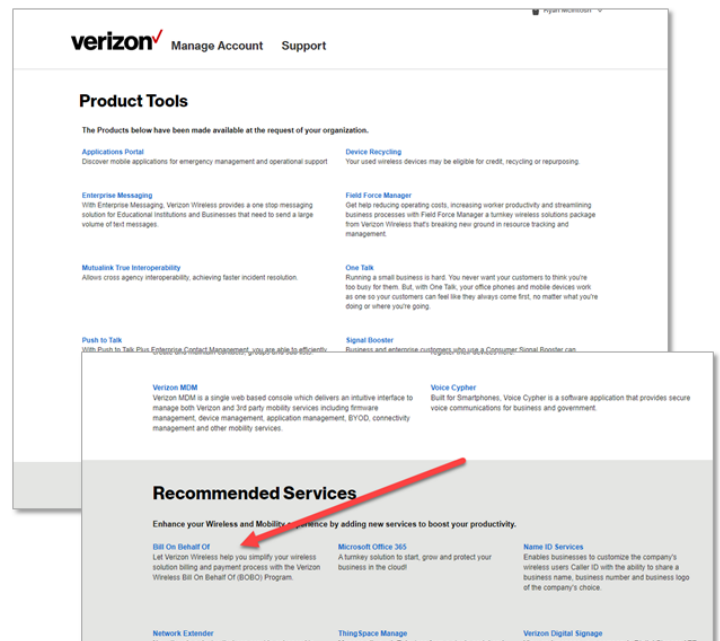
Get ready:

1. To be eligible for the Bill on Behalf of service, your account must be enrolled in **My Business**.
2. The primary contact in My Business is the designated person authorized to enroll in the Bill on Behalf of service. If you are unsure about who the primary contact is, contact your Verizon sales representative.

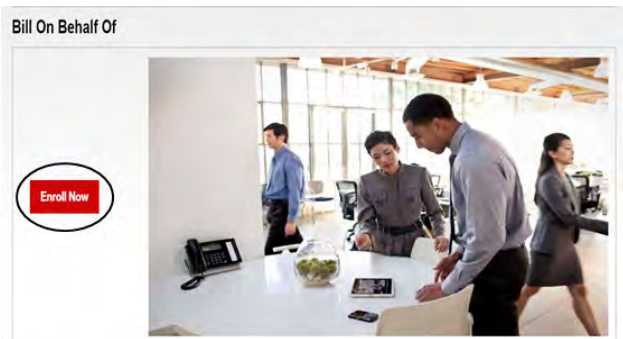
Enroll:

3. Log into **My Business**, click **Manage Account**, and then **Product Tools**.

Next, scroll down to **Recommended Services**, and click on **Bill on Behalf of**.



- On the Bill on Behalf of page, click the **Enroll Now** red button. (The Enroll Now button will only show for you, the primary contact.)



- After reviewing, click and accept the **Terms & Conditions**.
- The next screen will summarize the Spending Limits for your account. Click **Continue**.
- Confirm and submit your enrollment by clicking **Submit**.
- Congratulations!** You have completed the enrollment process.

As a final step, you will need to **advise your Bill on Behalf of partner** that your account is successfully enrolled in the Bill of Behalf of service.

You will now receive a single, integrated bill.

The partner's charges will be listed as **"Third Party Charges to Account"** under the Quick Bill Summary.

The individual charges will be listed under **"Third-Party Charges and Credits"** under Account Charges and Credits.

Quick Bill Summary		Mar 24 – Apr 23
Previous Balance <i>(see back for details)</i>		\$783.12
No Payment Received		\$0.00
Balance Forward Due Immediately		\$783.12
Account Charges and Credits		
Account Charges and Credits		\$0.00
Third-Party Charges to Account		\$281,020.10
Monthly Charges		\$438.70
Usage and Purchase Charges		
Data		
Equipment Ch		
Account Charges and Credits		
Third-Party Charges and Credits		
Partner Name	04/23	264,489.50
Partner Bill Label		
Taxes, Governmental Surcharges and Fees		16,530.60
Subtotal		\$281,020.10
Total Account Charges and Credits		
		\$281,020.10

Thank you for enrolling in the Verizon Bill on Behalf of service.

We know you will enjoy the benefits of receiving a single, integrated bill.

If you have questions, contact your Verizon sales representative.