

## Instructions for Printing the BillFlash Disposition Report

Step 1: Sign In to BillFlash.com

Step 2: Select REPORTS under the My Documents menu

The screenshot shows the BillFlash website interface. At the top left is the BillFlash logo with the tagline "A NexTrust Service". To the right of the logo, the user's Biller ID is "BL517" and there is a "Sign Out" button. Below the Biller ID, a red warning message states "Test account, documents will not print". Further right are links for "Contact Us", "Demo", "Enroll Now", and "Resellers". A large orange banner on the right side of the page reads "Statements Made Easy!".

The main navigation bar consists of five blue buttons: "Home", "Learn More", "My Documents", "My Account", and "Support". The "My Documents" menu is open, showing a dropdown list with the following options: "Upload Files to Print", "eApprove Files to Print", "eView Mailed Documents", and "Reports". A mouse cursor is pointing at the "Reports" option.

Below the navigation bar, there is a "Welcome Reseller Demo Account!" message. To the left, there is a "Message Center" section featuring a photo of a man and a woman. Below this is a "News Headlines" section with a red headline: "4/20/2007 Enhanced BillFlash Features LAUNCHED".

On the right side, there is a "Get Started Here" section with an orange header. It contains two numbered steps:

- 1 - Setup your billing software. Normally this is completed during enrollment. It can also be done through the [Setup Software](#) link under My Account. **Need Help?** Contact your **BillFlash Reseller** or [contact us](#).
- 2 - Create a folder on you computer where you will save all your document data files. We suggest naming the folder BillFlash.

Step 3: Select DISPOSITION REPORT link

BillFlash A NexTrust Service

Bill ID: BL517 [Sign Out](#) [Contact Us](#) [Demo](#) [Enroll Now](#) [Resellers](#)

**Test account, documents will not print** **Statements Made Easy!**

Home Learn More My Documents My Account Support

**Current Reports** [Go To Archived Reports](#)  
[Move Checked Reports to Archive](#)

**File Summary** **Tips:**

- 1. Review your Disposition Report (top left)
- 2. You can Archive your Reports (top right)
- 3. Sort Columns by clicking headings

[Disposition Report](#)

**File Detail** (data may take a minute to load)

File No.	Filename	Uploaded	Approved	Rejected	Archive
23292	20080403	04/03/2008	04/03/2008		<input type="checkbox"/>
23188	medisoft_test_file.txt	04/03/2008	04/03/2008		<input type="checkbox"/>

**Address Updates (NCOALink)**  
 You have elected not to use NCOALink

Step 4: Select PRINT REPORT link

BillFlash A NexTrust Service

Bill ID: BL517 [Sign Out](#) [Contact Us](#) [Demo](#) [Enroll Now](#) [Resellers](#)

**Test account, documents will not print** **Statements Made Easy!**

Home Learn More My Documents My Account Support

**Disposition Report** [Back to Current Reports](#)  
[Print Report](#)

File Number	Name	Condition	Documents Uploaded	Deleted	Not Mailed	Mailed	Add'l Pages	File Uploaded	Approved	Rejected	Mailed
23292	20080403	Good		11	0			04/03/2008 02:42PM ET	04/03/2008 02:48PM ET		