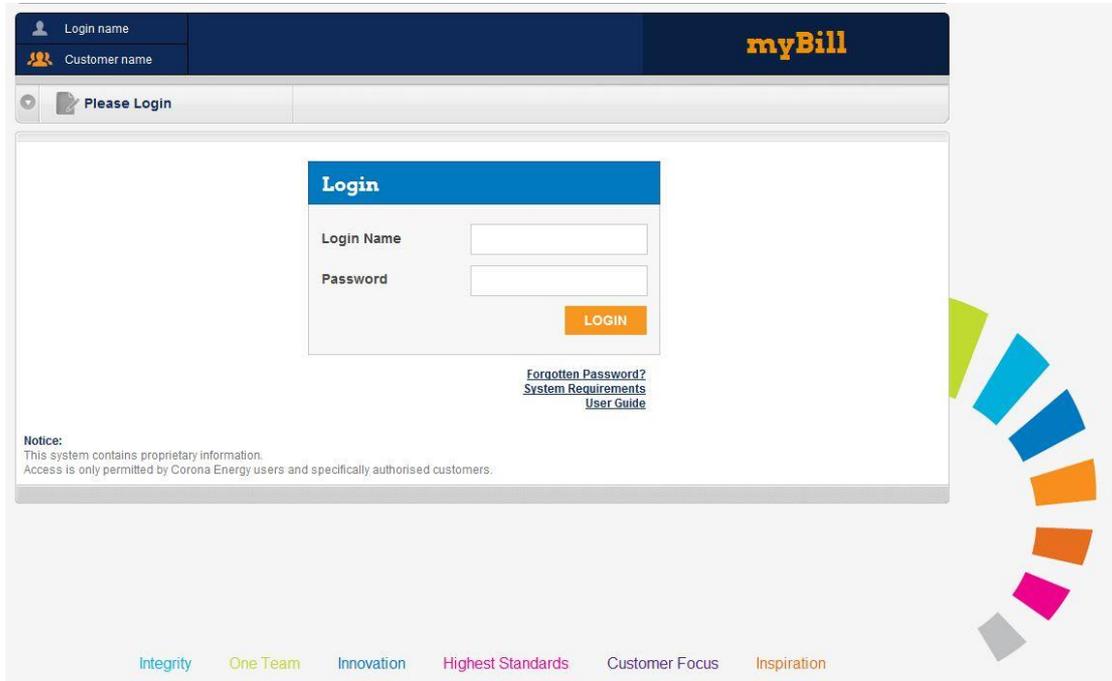


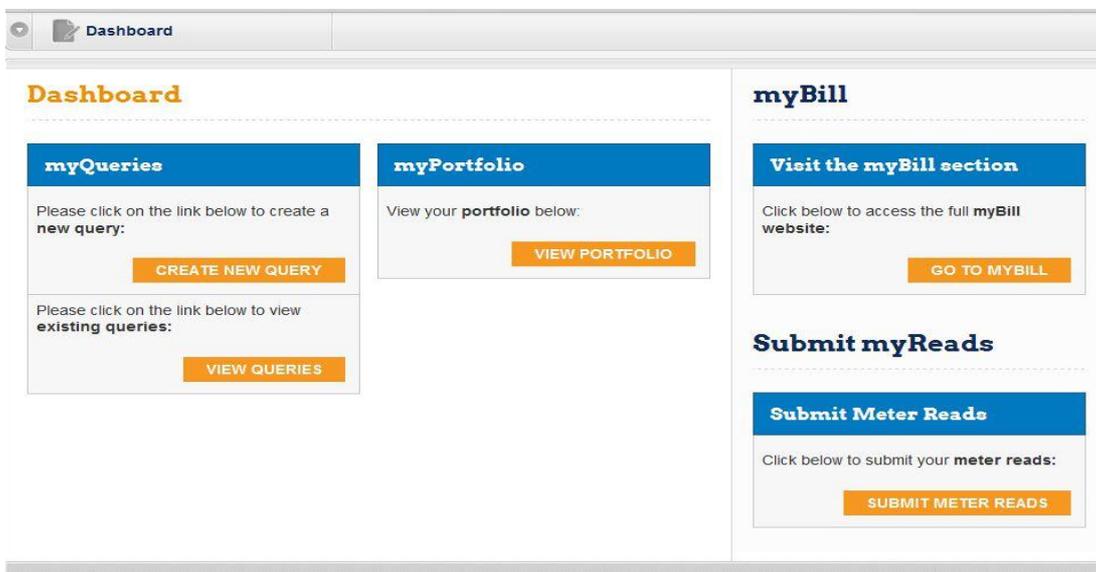
myBill User Guide

Enter your user name and password and press 'Login'. If you have forgotten your password, scroll to the end of this document for more information



The screenshot shows the myBill login interface. At the top, there are fields for 'Login name' and 'Customer name', and the 'myBill' logo. Below this is a 'Please Login' section. The main content area features a 'Login' box with 'Login Name' and 'Password' input fields, and a 'LOGIN' button. Below the login box are links for 'Forgotten Password?', 'System Requirements', and 'User Guide'. A 'Notice' at the bottom states: 'This system contains proprietary information. Access is only permitted by Corona Energy users and specifically authorised customers.' The footer contains the values: Integrity, One Team, Innovation, Highest Standards, Customer Focus, and Inspiration.

Once you are logged in, you are presented with the following screen. Click on 'Go to myBill':

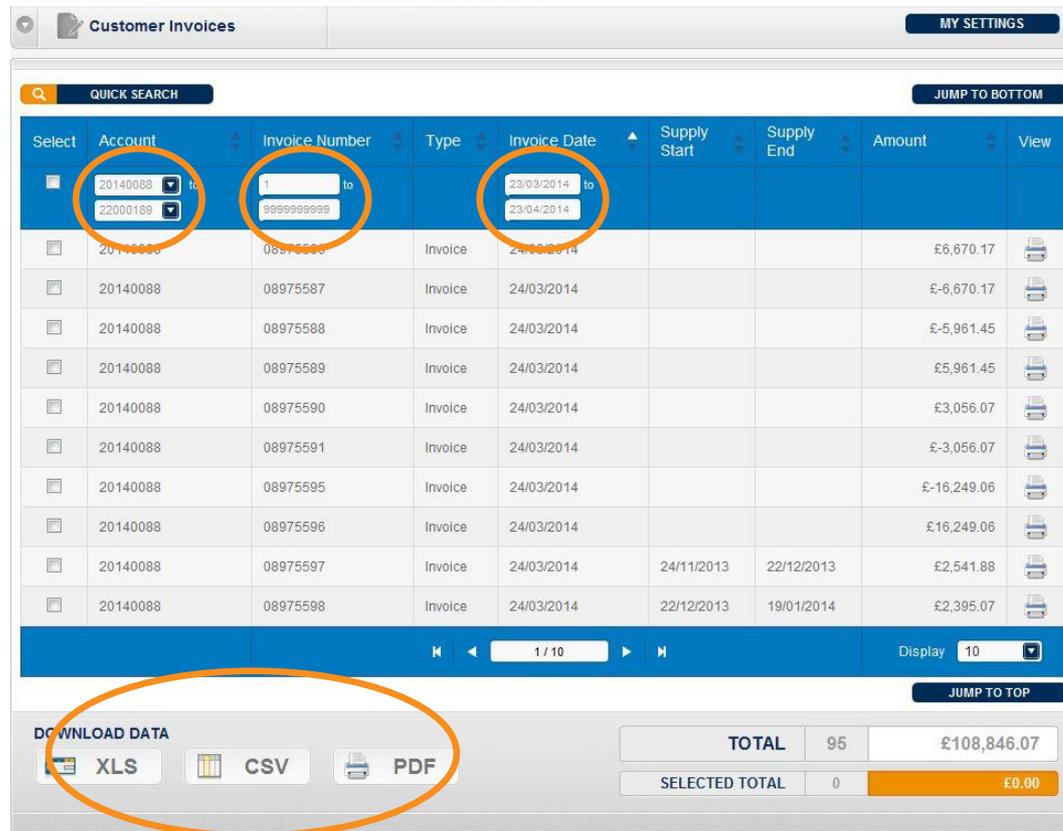


The screenshot shows the myBill dashboard. It has a 'Dashboard' header. The main content is divided into three columns. The left column, 'myQueries', has buttons for 'CREATE NEW QUERY' and 'VIEW QUERIES'. The middle column, 'myPortfolio', has a 'VIEW PORTFOLIO' button. The right column, 'myBill', has a 'GO TO MYBILL' button and a 'SUBMIT METER READS' button. The footer contains the values: Integrity, One Team, Innovation, Highest Standards, Customer Focus, and Inspiration.

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You are always presented with invoices that are billed within the past month. This date range can be altered to your preference, along with 'Account' and 'Invoice Number':

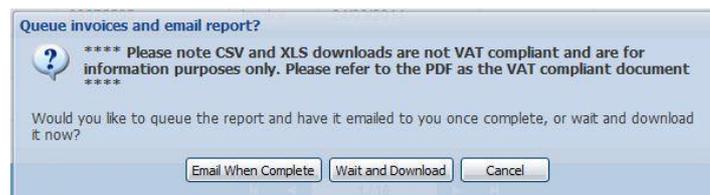


Select	Account	Invoice Number	Type	Invoice Date	Supply Start	Supply End	Amount	View
<input type="checkbox"/>	20140088 to 22000189	1 to 999999999		23/03/2014 to 23/04/2014				
<input type="checkbox"/>	20140088	08975586	Invoice	24/03/2014			£6,670.17	
<input type="checkbox"/>	20140088	08975587	Invoice	24/03/2014			£-6,670.17	
<input type="checkbox"/>	20140088	08975588	Invoice	24/03/2014			£-5,961.45	
<input type="checkbox"/>	20140088	08975589	Invoice	24/03/2014			£5,961.45	
<input type="checkbox"/>	20140088	08975590	Invoice	24/03/2014			£3,056.07	
<input type="checkbox"/>	20140088	08975591	Invoice	24/03/2014			£-3,056.07	
<input type="checkbox"/>	20140088	08975595	Invoice	24/03/2014			£-16,249.06	
<input type="checkbox"/>	20140088	08975596	Invoice	24/03/2014			£16,249.06	
<input type="checkbox"/>	20140088	08975597	Invoice	24/03/2014	24/11/2013	22/12/2013	£2,541.88	
<input type="checkbox"/>	20140088	08975598	Invoice	24/03/2014	22/12/2013	19/01/2014	£2,395.07	

DOWNLOAD DATA: XLS, CSV, PDF

TOTAL	95	£108,846.07
SELECTED TOTAL	0	£0.00

If you wish to download this information (in XLS, CSV or in PDF format), click the relevant button at the end of the page. You will then receive the following pop-up message:



Queue invoices and email report?

**** Please note CSV and XLS downloads are not VAT compliant and are for information purposes only. Please refer to the PDF as the VAT compliant document ****

Would you like to queue the report and have it emailed to you once complete, or wait and download it now?

Email When Complete Wait and Download Cancel

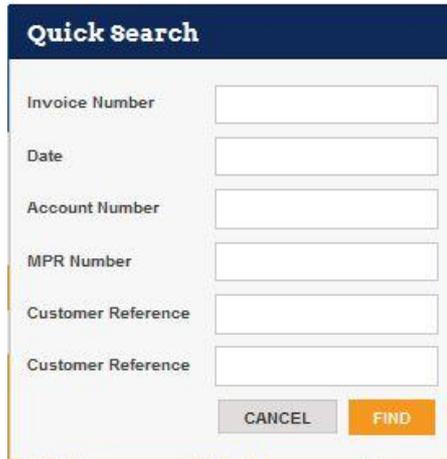
Choose one of the options

Please note: If the file is too large, the system will default to emailing the report to you once completed. Please enter the email address you want it sent to.

If you only wish to download specific invoices, individually select these from the list prior to downloading the data.

Quick Search

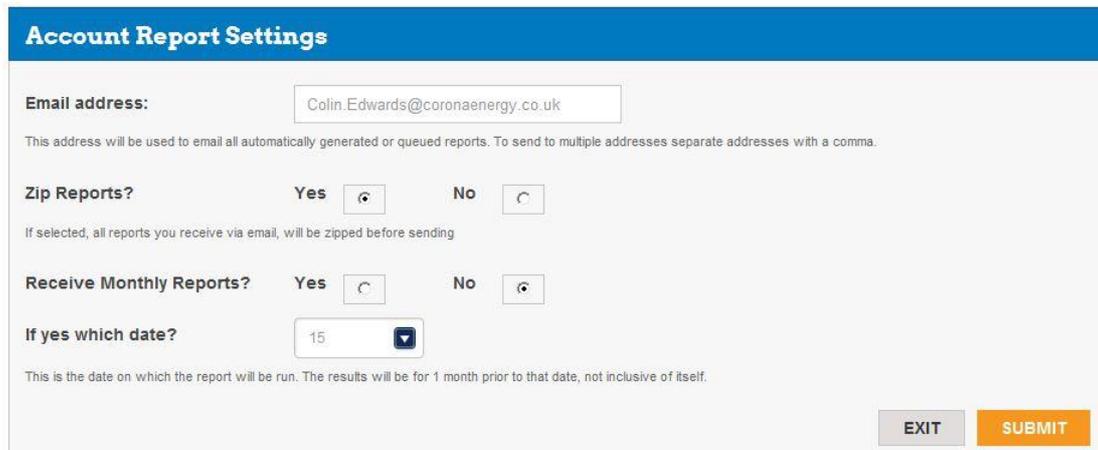
By clicking on the Quick Search button, it is possible to search for a specific invoice number, billed date, account number, MPR number or customer reference number:



The 'Quick Search' form is a vertical panel with a dark blue header. It contains six input fields: 'Invoice Number', 'Date', 'Account Number', 'MPR Number', 'Customer Reference', and a second 'Customer Reference' field. At the bottom, there are two buttons: a grey 'CANCEL' button and an orange 'FIND' button.

Automatic monthly myBill emails

If you would like this data emailed to you on a monthly basis, click on 'My Settings' in the top right hand corner. Complete the details and you will receive them on the date specified.



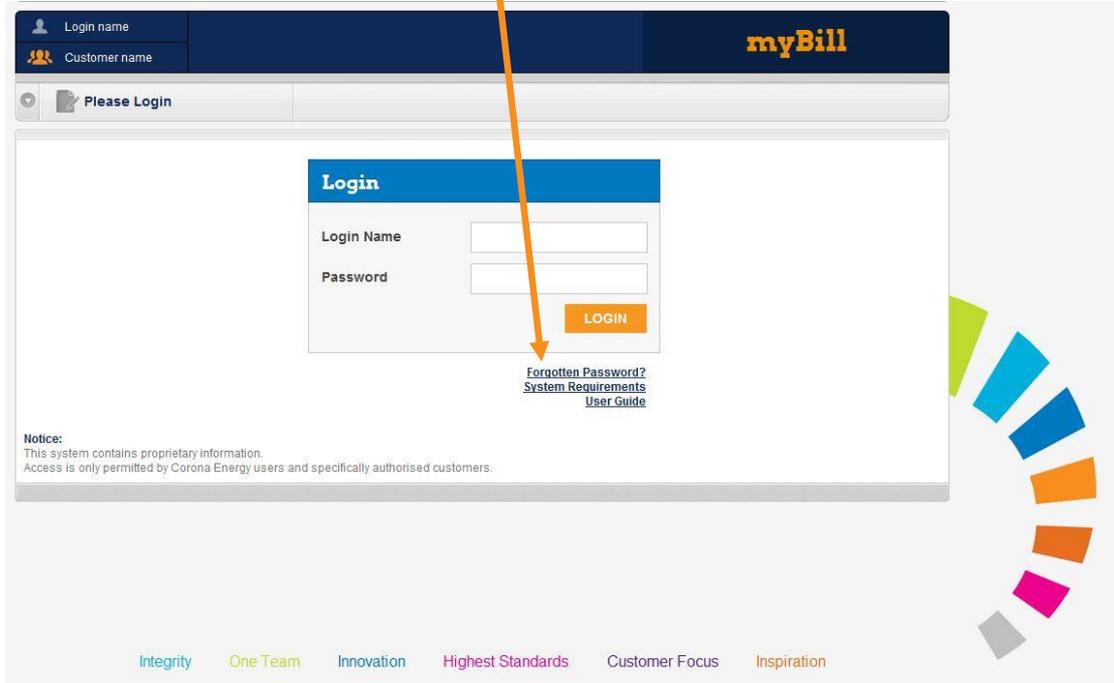
The 'Account Report Settings' form has a blue header. It includes an 'Email address' field with the value 'Colin.Edwards@coronaenergy.co.uk' and a note: 'This address will be used to email all automatically generated or queued reports. To send to multiple addresses separate addresses with a comma.' Below are two sections with radio buttons: 'Zip Reports?' with 'Yes' selected and 'No' unselected, and 'Receive Monthly Reports?' with 'Yes' selected and 'No' unselected. A note for 'Zip Reports?' says: 'If selected, all reports you receive via email, will be zipped before sending'. The 'If yes which date?' field has a dropdown menu set to '15'. A note below it says: 'This is the date on which the report will be run. The results will be for 1 month prior to that date, not inclusive of itself.' At the bottom right are 'EXIT' and 'SUBMIT' buttons.

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Reset Your Password

Click on the Forgotten Password option.



The screenshot shows the myBill login interface. At the top, there are fields for 'Login name' and 'Customer name', and the 'myBill' logo. Below this is a 'Please Login' section. The main content area features a 'Login' form with fields for 'Login Name' and 'Password', and a 'LOGIN' button. An orange arrow points from the text above to the 'Forgotten Password?' link located below the login form. Other links include 'System Requirements' and 'User Guide'. A 'Notice' section at the bottom left states: 'This system contains proprietary information. Access is only permitted by Corona Energy users and specifically authorised customers.' The footer contains the values: Integrity, One Team, Innovation, Highest Standards, Customer Focus, and Inspiration.

You will be required to enter the user name and the primary email address for the account. You will then receive an email with your new temporary password. You will be requested to change this as soon as you login.

Please note: If there are other users assigned to account (in order to receive notification when invoices are ready), then their email address cannot be used to reset the password. If (for example) the primary account holder has left the business, or no longer deals with mybill, then please call 0844 2646464 or send an email to ebilling@coronaenergy.co.uk and a new primary email address can be setup.

If you have forgotten your user name, please call customer service on 0844 264 64 64 for assistance.

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