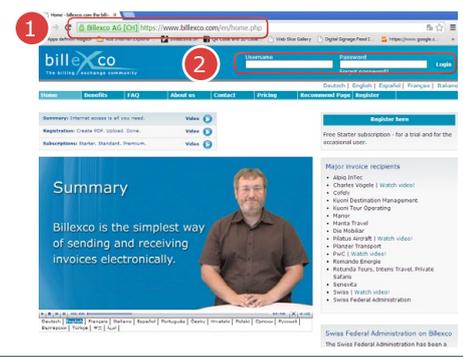


# Creating business links

## Step 1

1. Go to [www.billexco.com](http://www.billexco.com)
2. Login with your username and password  
→ Watch out for upper and lower case letters when entering your details!



## Step 2

3. Click «Create new business link»



## Step 3

4. Select direction  
→ Please note that a business link only covers one direction



### Help

You can find help here:

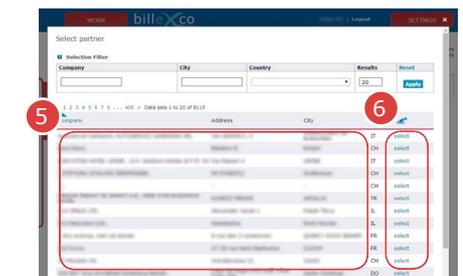
- **Instructions (PDF)** in Start ⇒ Help ⇒ Instructions

- **Online Help** You can find page-specific help by clicking on

- **Videos in various languages** On the homepage of «[www.billexco.com](http://www.billexco.com)»

## Step 4

5. Look for your invoice receiver (or sender)
6. Click «Request» in the row of your invoice receiver (or sender)  
→ Use the selection filter to limit the list of your potential invoice receivers (or senders)



## Step 5

7. Make sure you have selected the right direction
8. Make sure you have selected the right company
9. Click «Send»  
→ The business link will only be active and usable once your partner has approved your request.



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