BILMAX USER GUIDE FOR UWS MOBILE TELEPHONE HOLDERS

1. Click on URL appearing in the email received from Telmax 21; you will receive an email each month as the reports become available.

   Subject line: **Bilmax 21 Web Billing Reports**.

   Save URL as a bookmark.
   Enter **MyUWS ID** and **password**

   ![Login Screen](image)

   Click **login** or hit enter.
2. You are now viewing your Bilmax21 home page.

The Bilmax21 Home page provides the user with options to select the monthly period they wish to view. Click OK to proceed.

Answer Yes and OK to the following requests.
You are now viewing the summary of your mobile charges for the month selected.

To view detail of your call charges click on your mobile number; an example appears below.
A chart which gives a 12 month rolling expense comparison appears on the bottom of your detail call charges screen. The pie chart shows a breakdown of the different types of calls.

VPN refers to the Vodafone Virtual Private Network e.g. uws to uws calls and hash dialling.

VF refers to Vodafone.
To pay for your personal calls click on the box beside these numbers to select them for payment, see example below.

Click on the icon ‘Show P U only’
Your personal calls will be selected, they will be displayed with GST added and totalled.
Print this page for your records or note the total including GST.

Click the Pay Now icon.

You will be taken to the UWS IPay web site.

Please follow directions supplied in the Description field to complete the payment procedure.