![CN logo]

New Charge for Paper Invoices

What is eBill?
A secure, web based tool that is available 24 hours a day, 7 days a week that:
- Notifies you when your invoice is ready
- Allows you to automatically receive a copy of your invoice by email or download it online
- Allows you to download all invoice information in a spreadsheet format
- Displays your account aging information
- … and much more!

What are the benefits of receiving your invoices electronically?
- access your invoices faster
- be automatically notified when your invoice is ready
- have your invoice information preserved in electronic format, as digital back up
- play your part in protecting the environment; saving trees and avoiding wasted paper.

How to access eBill?
If you are not already a CN One user, go to www.cn.ca, click the red "Login" button, and click "REGISTER NOW".

If you are already set up on eBill, here's how to set your electronic notification preferences for your invoices.

1. Go to www.cn.ca, log in to CN One
2. Under "Pay", select "eBill Service"
3. Click on the top menu item "Administration"
4. Select "Manage Your Invoice Notifications"
5. Ensure that under the "Email for New Invoice", you select 'New and Modified Invoices' this means you will receive an email notification whenever a new or modified invoice is ready
6. If you want to receive a PDF copy of the invoice and the back up documentation, in addition to the email notification, please ensure to check those options under "Invoice Email Attachments", as shown below.

Note: if the "No Access: radio button is present, it means that you do not have access to that Patron number (invoice type). If you do require access, you will need to reach out to your A/R Rep.

Access to this account:				
Patron Number	Description	No Access	Email for New Invoice	Invoice Email Attachments (PDF)
012345 A	FREIGHT	○	New and Modified Invoices ▾	☑ Invoice Image ☑ Backup
012345 Y	OPTIONAL SERVICES	◉	None ▾	☐ Invoice Image ☐ Backup