



iReceivables Quick Start Guide

Our quick start guide shows you how to create a new Oracle® iReceivables account.

Create an Account



3. On the Select Organization page:
 - a. Enter a recent invoice number in the Value field.
 - b. Enter your email address in the Email Address field. *Note: Your email address will be your username. Use it to log in once your account is created.*
 - c. Re-enter the same email address in the Re-enter Email Address field.
 - d. Select **Next**.
4. On the Validate Customer Access page:
 - a. Enter your account number in the Response field. *Note: This is the Enrollment Account number on your invoice.* [Learn more about your Enrollment Account number here.](#)
 - b. Select **Next**.
5. On the Select Location page:
 - a. Select the Select All Locations checkbox.

- b. Select **Next**.
6. On the Verify Access page:
 - a. Answer questions about your most recent invoice in the Challenge Question fields.
 - i. Enter the total invoice amount in the first field. Do not enter the dollar sign. *Note: If the invoice amount is \$0, enter 0 without a dollar sign.*
 - ii. Enter the last payment amount in the second field. Do not enter the dollar sign. *Note: If you haven't made a payment toward this invoice yet, enter 0 in the second field. Do not leave this field blank or enter a negative dollar amount.*
 - b. Select **Next**.
7. On the Enter User Information page:
 - a. Enter your surname in the Last Name field. Then, enter your given name in the First Name field.
 - b. Enter your job title in the Title/Role field.
 - c. Enter your phone number in the Phone Number field. *Note: You are not required to add your extension number, but if you have one we recommend that you do.*
 - d. Enter your organization's name in the Company Name field.
 - e. Enter the city or town where you work in the Work Location field.
 - f. Enter a password for your account in the Password field. Your password must be at least 8 characters long. It must also have at least:
 - i. 1 uppercase character.
 - ii. 1 lowercase character.
 - iii. 1 number.
 - iv. 1 special character.
 - g. Re-enter the same password in the Confirm Password field.
 - h. Select **Next**.
8. On the Review Access Request page:
 - a. Make sure the information you see is correct. Is it correct?
 - i. Yes: Select **Yes**.
 - ii. No: Select **Back** until you get to the page where you need to update the information. Correct it. Select **Next** until you get back to the Review Access Page. *Note: Do not select the Back button in your browser.*

Important! Errors appear at the top left side of the screen. The TIP message on the right is not an error message.
9. A pop-up tells you your account was registered. Select **OK**. You can now log in.

Frequently Asked Questions

These Frequently Asked Questions (FAQs) cover the most common questions employers like you have. [For more FAQs, please see our list on our Invoice and Payment Portal website.](#)

I had a Bill Trust account, and I can't log in. How do I set up my iReceivables account?

Follow the steps in [Create an Account](#) to create your iReceivables account. Once you're done, log in with your username (the email address you used) and the password you entered. Do not use the security password you were emailed when you set up your iReceivables account.

What is my Enrollment Account number? Where can I find it?

Enrollment Account numbers uniquely identify each customer. iReceivables asks you to enter your Enrollment Account number to verify that you should have access to a specific customer account. You can find the Enrollment Account number on your invoice, as shown below:

TO PAY/VIEW DETAILS ONLINE GO TO:
https://ebsiportal.equifax.com
ENROLLMENT ACCOUNT #:
XXXX/XXXXXX

Enter in the Response field.

[Go back to step 4 to enter my Enrollment Account number.](#)

I haven't made a payment on my account. What do I enter when the challenge question asks for this amount?

Enter 0 without a dollar sign. [Go back to step 6 to complete your challenge questions.](#)