

Online User Guide

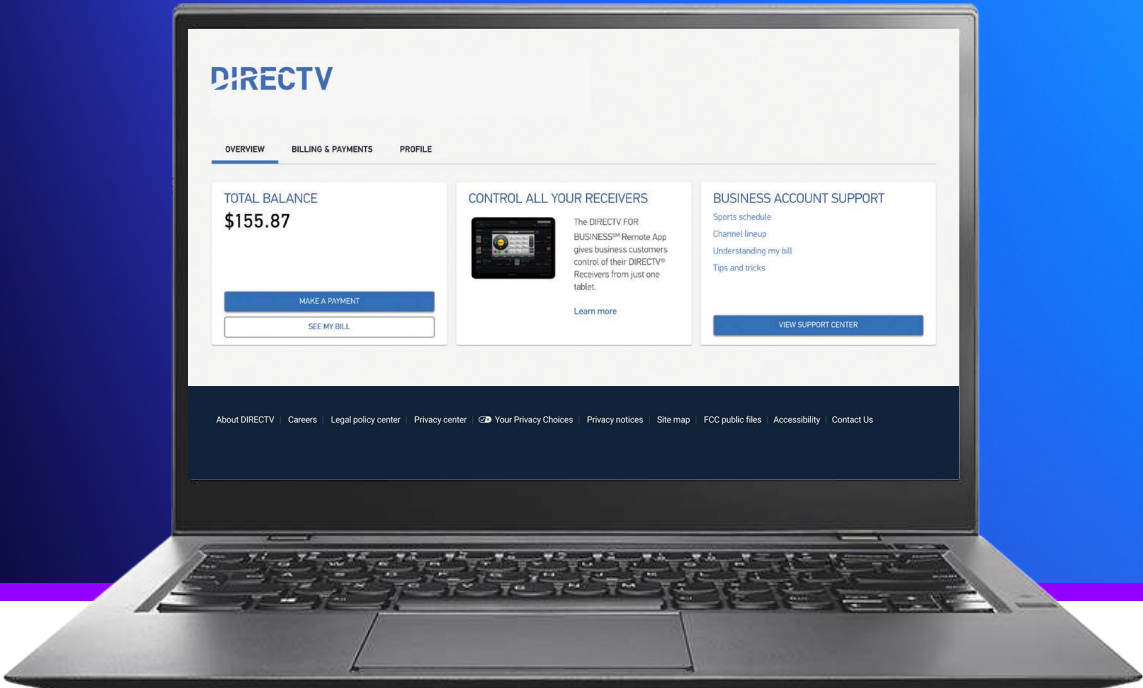


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DIRECTV Support

Visit directv.com/BusinessSupport or call **1.888.388.4249**.

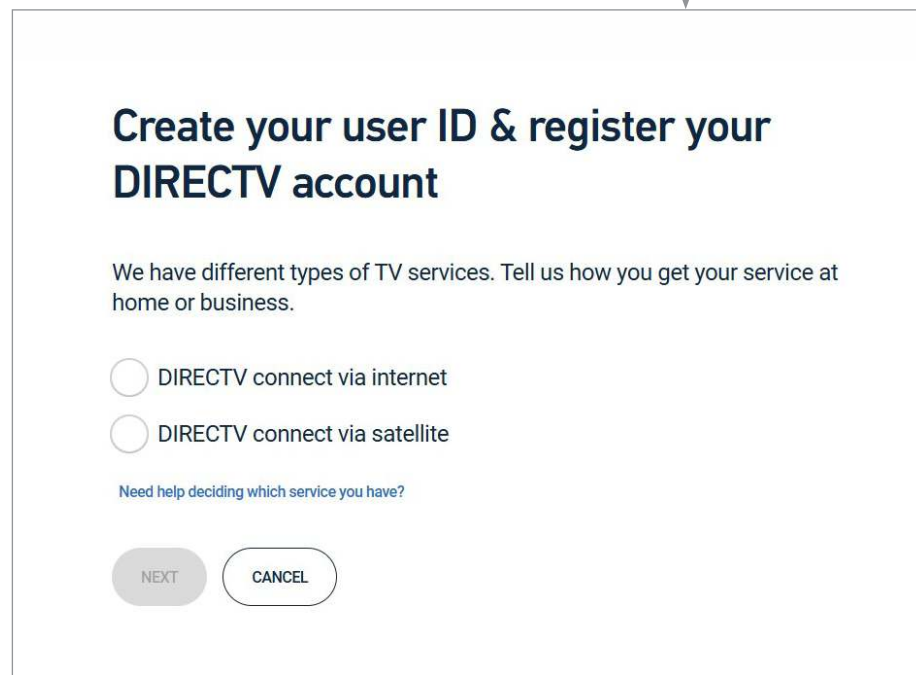
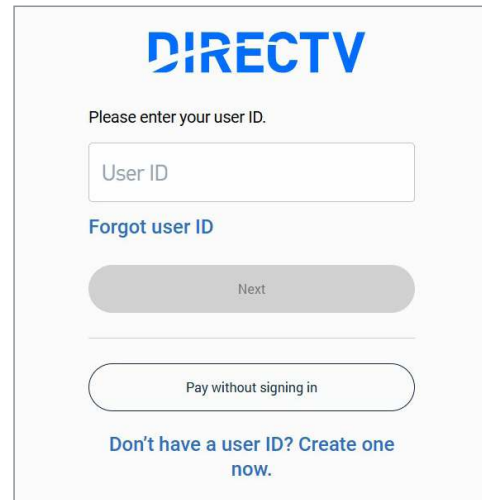
Registration

Access the website

1. Go to directv.com/BusinessSupport
2. Select **SIGN IN** at the top right of the page, then, from the drop-down menu, select **ACCOUNT OVERVIEW**

Create a User ID*

- **Existing user:** Use your **User ID** to log in (You must be signed in to pay online)
 - **Tip:** Your User ID is your email address
- 3. **New user:** Select **Don't have a user ID? Create one now** and follow the prompts



*Online self-service billing capabilities are only available to select DIRECTV FOR BUSINESS® satellite customers, excluding all customers that are billed by their dealer.

Registration

Create your account

1. Some users may be given the option to use a provided **User ID**
2. Some accounts will be directed to **set up a User ID**
3. Follow the prompts to validate your email address, enter a **Password** and **Accept Terms of Service** to complete the registration process

We created a user ID for you

Just create a password and accept the terms of service.

1 ID: UNIQUEUSER.NET
[I want to use a different user ID](#)

Accept Terms of Service

☐ I've read and accept the [User ID Terms of Service](#).

NEXT

CANCEL

Let's setup your user ID

To get started, please enter an email address.

2

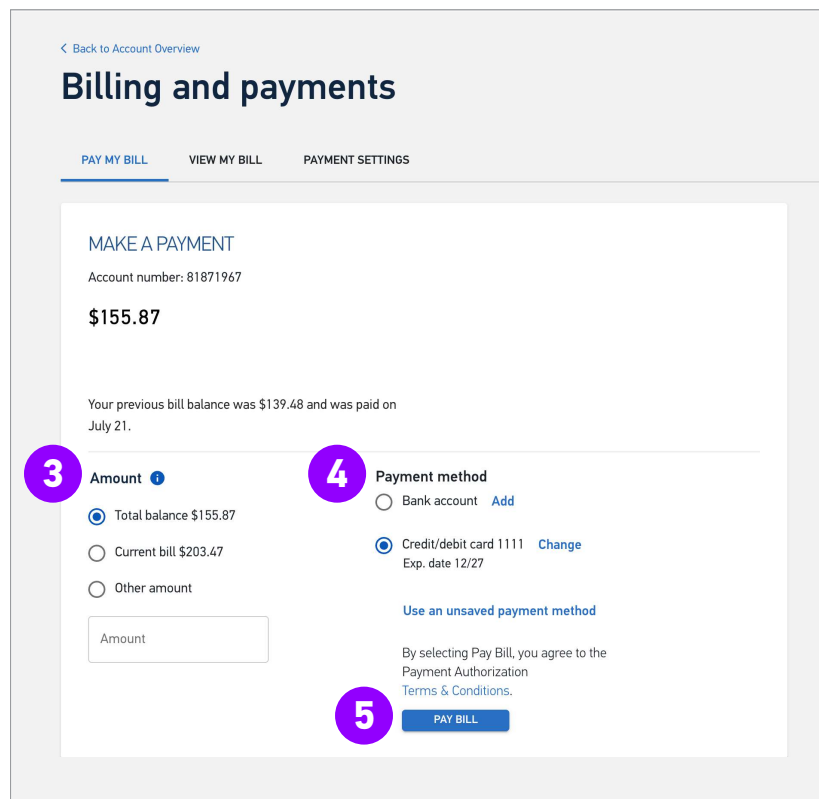
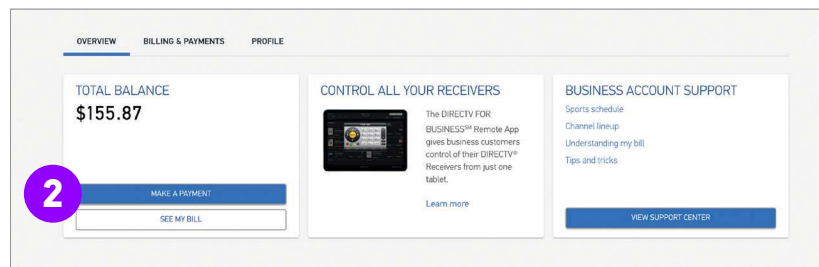
We'll send a code to confirm that this is your correct email.

NEXT

CANCEL

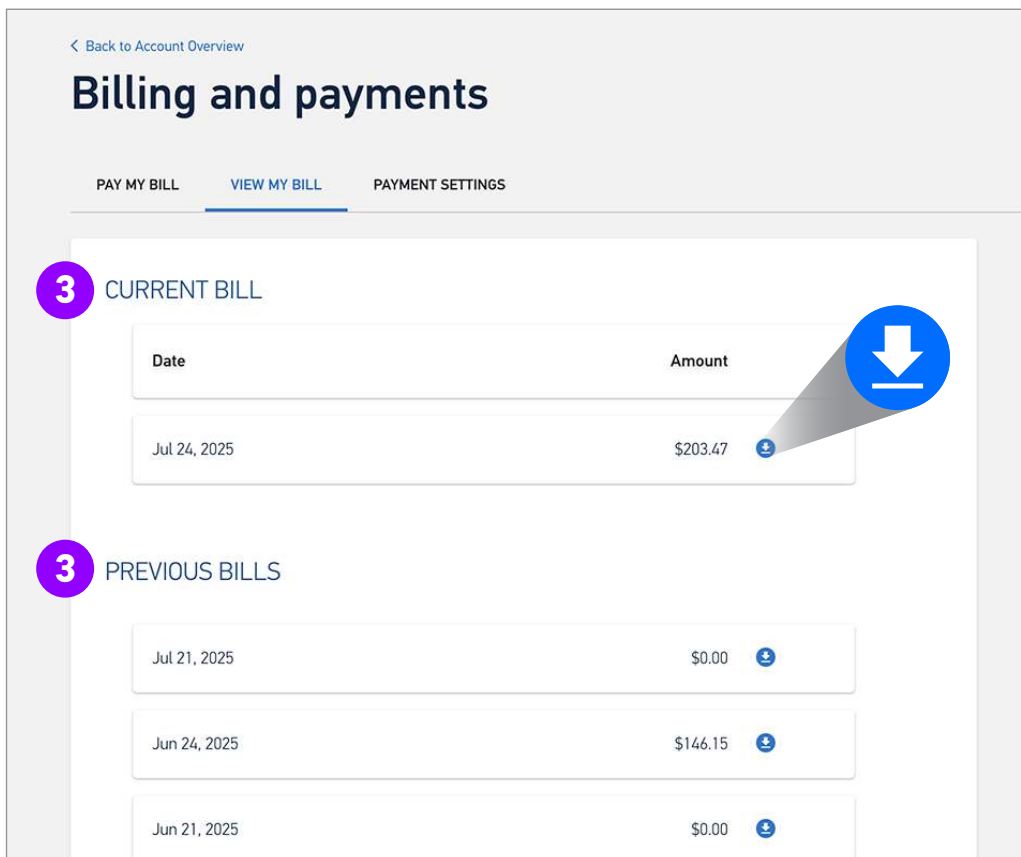
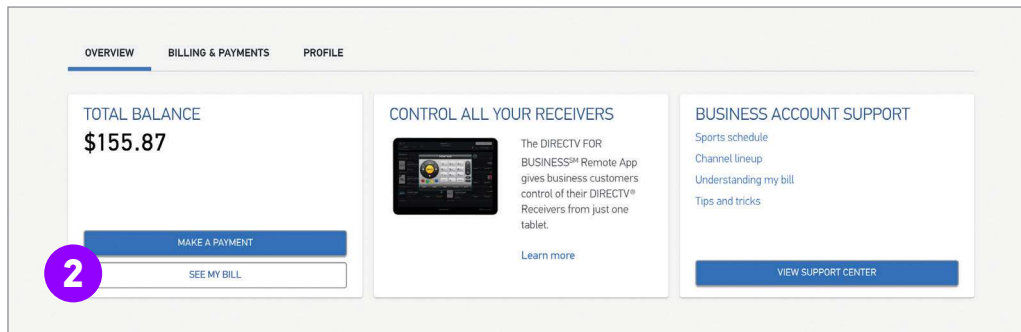
Bill payment

1. Log in using your registered **User ID** and **Password**
2. Click the **MAKE A PAYMENT** button
3. Select **Amount**
4. Select **Payment method**
 - **Tip:** A new payment method can be added by selecting [Use an unsaved payment method](#)
5. Select **PAY BILL** button



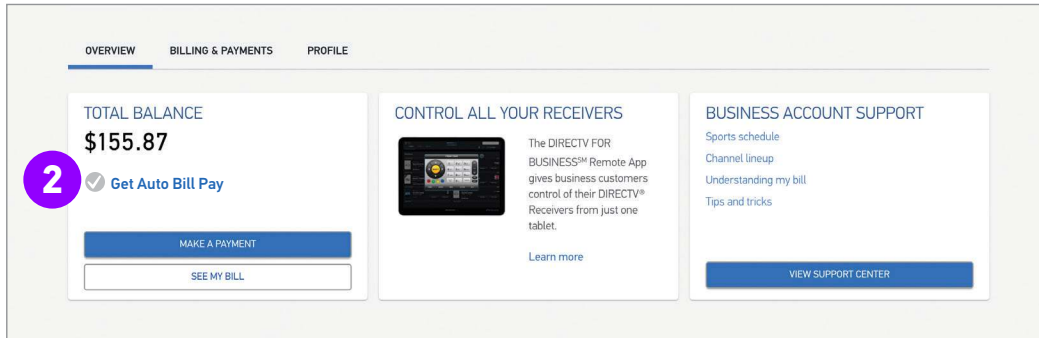
Bill download

1. Log in using your registered **User ID** and **Password**
2. Select **SEE MY BILL**
3. **CURRENT BILL** or **PREVIOUS BILLS** up to 24 months can be viewed online or downloaded

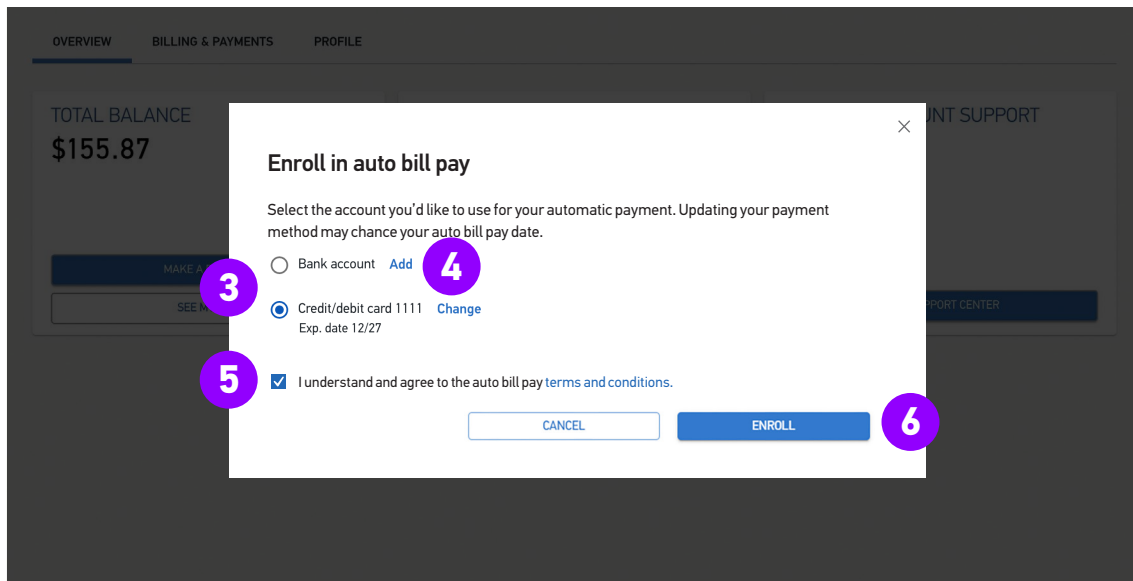


Auto Bill Pay enrollment

1. Log in using your registered **User ID** and **Password**
2. Select **Get Auto Bill Pay**



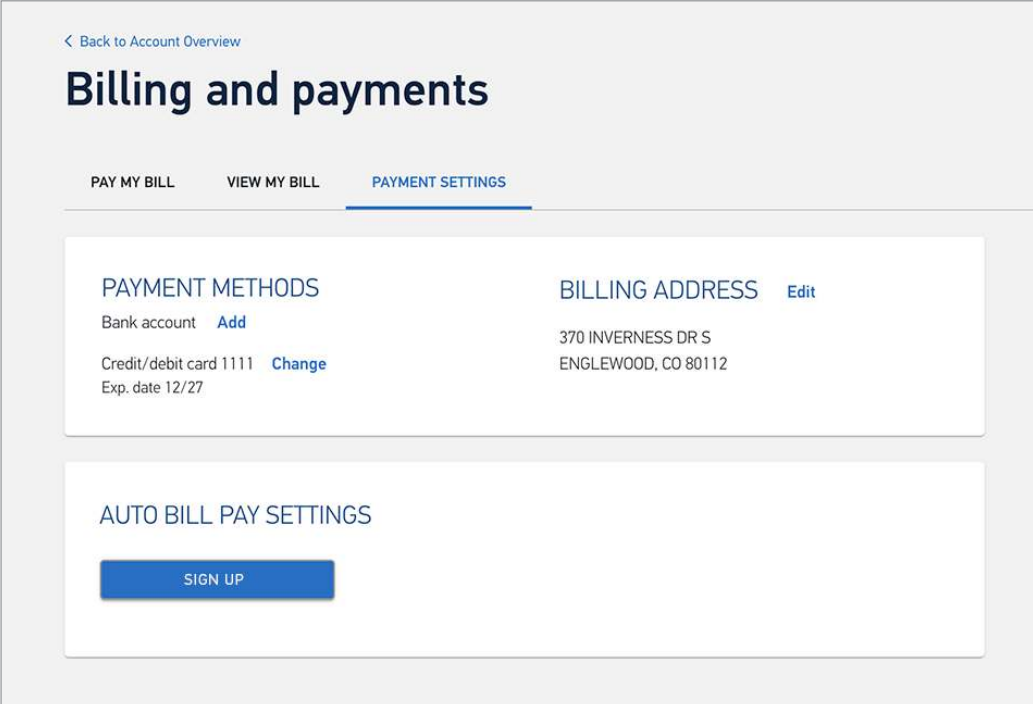
3. Select payment type (Bank account or Credit/debit card) or
4. Add a new payment method by selecting **Add** or **Change** next to the desired payment type
5. Agree to the **terms and conditions**
6. Select the **ENROLL** button to complete the process



(Continued on next page)

Auto Bill Pay enrollment

7. **Tip:** You can also access Auto Bill Pay enrollment by going to the **BILLING & PAYMENTS** tab. Select **PAYMENT SETTINGS**, then select **SIGN UP** in the **AUTO BILL PAY SETTINGS** section.



< Back to Account Overview

Billing and payments

PAY MY BILL VIEW MY BILL PAYMENT SETTINGS

PAYMENT METHODS

Bank account [Add](#)

Credit/debit card 1111 [Change](#)

Exp. date 12/27

BILLING ADDRESS [Edit](#)

370 INVERNESS DR S
ENGLEWOOD, CO 80112

AUTO BILL PAY SETTINGS

[SIGN UP](#)

Managing Auto Bill Pay

1. Log in using your registered **User ID** and **Password**
2. Go to the **BILLING & PAYMENTS** tab
3. Select **PAYMENT SETTINGS**
4. From here, you can update your **PAYMENT METHODS**

The screenshot shows the 'Billing and payments' section of a user's account. At the top, there is a link '< Back to Account Overview'. Below this, the title 'Billing and payments' is displayed. A navigation bar contains three tabs: 'PAY MY BILL', 'VIEW MY BILL', and 'PAYMENT SETTINGS', with the latter being the active tab. The main content area is divided into two sections. The first section, 'PAYMENT METHODS', lists 'Bank account' with an 'Add' link and 'Credit/debit card 1111' with a 'Change' link, followed by 'Exp. date 12/27'. The second section, 'BILLING ADDRESS', shows '370 INVERNESS DR S' and 'ENGLEWOOD, CO 80112' with an 'Edit' link. Below these is the 'AUTO BILL PAY SETTINGS' section, which contains a 'SIGN UP' button.

< Back to Account Overview

Billing and payments

PAY MY BILL VIEW MY BILL **PAYMENT SETTINGS**

PAYMENT METHODS

Bank account [Add](#)

Credit/debit card 1111 [Change](#)

Exp. date 12/27

BILLING ADDRESS [Edit](#)

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ENGLEWOOD, CO 80112

AUTO BILL PAY SETTINGS

[SIGN UP](#)

Update billing address

1. Log in using your registered **User ID** and **Password**
2. Go to the **BILLING & PAYMENTS** tab and select **PAYMENT SETTINGS**
3. Select **Edit** next to **BILLING ADDRESS** to make changes

[< Back to Account Overview](#)

Billing and payments

[PAY MY BILL](#) [VIEW MY BILL](#) [PAYMENT SETTINGS](#)

PAYMENT METHODS

Bank account [Add](#)

Credit/debit card 1111 [Change](#)

Exp. date 12/27

BILLING ADDRESS

[Edit](#)

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