

Paying Bills via Danske eBank

To pay your bills for utilities, telecommunications, insurance, cable TV, internet and other services via **Danske eBank**, choose **Transactions / Retail Payment** from the menu and take the following steps:

1. Choose the right group of utilities or companies from the list **Payment Group** and click **Show**.

The screenshot shows the Danske eBank interface. On the left, there is a navigation menu with options like 'Logout', 'Info', 'Accounts', and 'Transactions'. Under 'Transactions', 'Retail Payment' is highlighted with a red box. In the main area, the 'Retail Payment' section is active, showing a dropdown menu for 'Payment Group'. The dropdown is open, listing various utility and service providers, with '01. Vilniaus apskrities komunalinės paslaugos' selected. A 'Show' button is visible at the bottom of the dropdown, also highlighted with a red box.

2. Choose the name of the payment recipient and click on **Pay**.
 - 2.1. By clicking on the button **Create Template** you can create a payment for regularly paid charges. The fields that you fill in **Danske eBank** will be saved and you will not have to fill them in each time you want to pay your bills.

The screenshot shows the '01. Vilniaus apskrities komunalinės paslaugos' payment recipient selection screen. It features three radio button options:

- Vilniaus apskrities atsiskaitymo knygelė
- UAB „Švarus miestas“ sąskaita už buitinių atliekų išvežimą
- AB Lietuvos dujos Vilniaus regiono atsiskaitymo knygelė

 At the bottom, there are two buttons: 'Pay' (highlighted with a red box) and 'Create Template'.

3. In the new window fill in the following fields (for instance, in the section “Elektra (kWh)” (Electricity (kWh))):
 - **Account** – choose an account which will be debited with the charge.
 - **Payer code** – enter the code, given by the service provider (for instance, the 7-digit number of the paper settlement book).
 - **Name, Surname / Company, Address** – enter your data.
 - **Payment period** – indicate the period that you wish to pay for. Click on the date and choose the year, month and day in the calendar that opens. After choosing the day, the calendar will close automatically.

- **Value From, Value To, Tariff** – enter the meter reading and the tariff.
- **Utilized Quantity, Amount,**– the system makes the calculation.

Vilniaus apskrities atsiskaitymo knygelė

Document Number:

Date:

Laukti sąskaitos papildymo

Account:

Payer Code:

Name:

Surname / Company:

Address:

Payment Period: -

1.Elektra (kWh)

Value From:

Value To:

Utilized Quantity:

Tariff:

Amount:

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10.Elektra bendram naudojimui

Amount:

- Fill in the rest of the fields accordingly and click on the button **Calculate**.
- Make sure that all payment information in the window that opens is correct:
 - If you find some mistakes, click on the button **Back** and correct the information that was entered incorrectly;
 - If all information is correct, click on **Create and Sign**.

- Confirm by clicking **OK** in the new window.

**Public utilities payment operation has been created.
Now it should be signed.**

- Sign the money transfer transaction that you have just created by entering a password from the password card or password generator and click on the button **Sign**.