



AN INTRODUCTION TO ENLIGHTEN

**How to sign in, access & download your
invoices online, and view all of your
services.**

02380 516980 / yotelecom.co.uk / billing@yotelecom.co.uk
Yo House, 1-2 Melbourne Street, Southampton, SO14 5FB

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Registration Information

When you create your account you'll see this registration screen. **Use your account number and postcode from your Yo Telecom invoices** to create the account.

Registration



As a first time user, please enter your **account number** and **account postcode** as detailed on any invoice you have received from Yo Network Services Limited

Please also enter your email address in the boxes provided below.

Assuming all validation checks have passed, a password setup link will be emailed to the primary contact email address.

Account Number *

Postcode *

Username *

Display Name *

Email Address *

Confirm Email Address *

Register

Cancel

Once you've filled out your details you'll receive a confirmation email. **Click the link in the email to set up your password.**

Enlighten Online Billing Portal - New User Password Creation Inbox x



billing@yotelecom.co.uk

to me ▾

Hello Cameron.Cumming,

You have been sent this email to allow you to access the Enlighten On-line Billing Portal that we use and as provided by Yo Network Services Limited

Your Username has been set to: **Cameron.Cumming** - You will need this on the login page.

To setup your password please click the following: [Create Password](#)

If you have any problems with this process, please contact me.

Thanks and regards,

Reseller Yo Telecom

Yo Telecom Ltd

Here is the screen you'll see as you set up your new password:

Your password must meet the following minimum security requirements:

- At least one uppercase character required.
- At least one lowercase character required.
- At least one numeric character required.
- At least one special character required. \!#%&/()=?@£{}-;
- A minimum length of 7 is required.

Password Reset

New Password

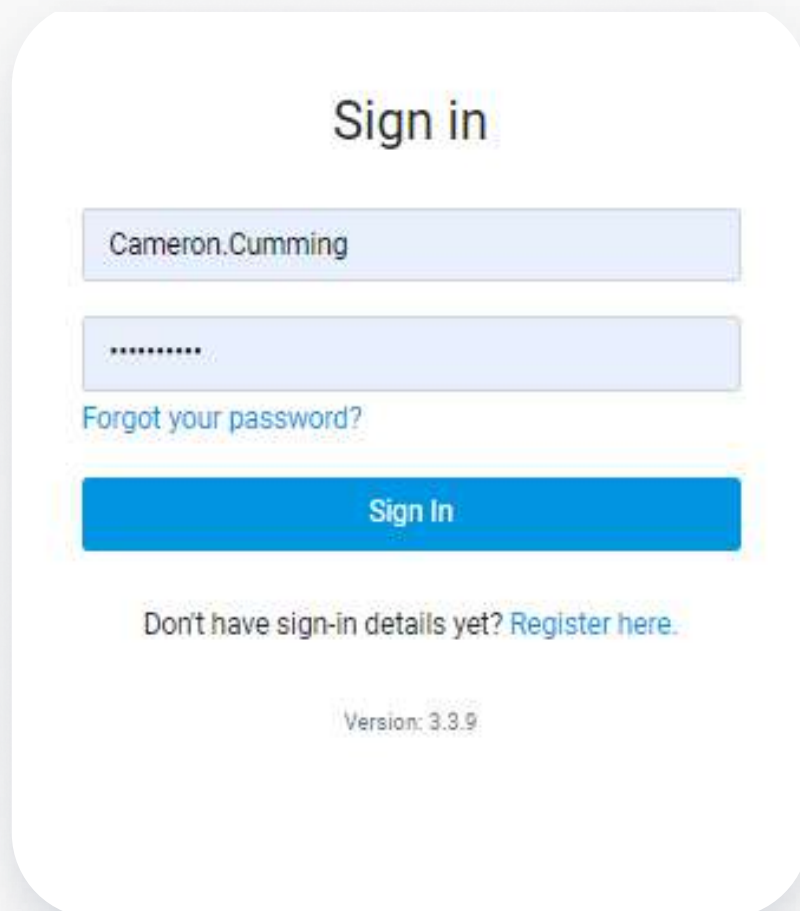
Confirm Password

Reset

How To: Sign In

Once your password has been set up, enter your account name and password here:

<https://yot.enlighten-online.net/login.aspx>

A screenshot of a web-based sign-in form. The form is titled "Sign in" in a large, bold, black font. Below the title, there are two input fields: the first contains the text "Cameron.Cumming" and the second contains a series of dots representing a password. Below the password field, there is a link that says "Forgot your password?". Below this, there is a blue button with the text "Sign In" in white. At the bottom of the form, there is a line of text that says "Don't have sign-in details yet? Register here." with "Register here" being a link. At the very bottom, in a smaller font, it says "Version: 3.3.9".

Sign in

Cameron.Cumming

[Forgot your password?](#)

Sign In

Don't have sign-in details yet? [Register here.](#)

Version: 3.3.9

The Homepage

Here's an overview of what you can see when you first log in... We'll go into more detail on this in the next few pages.



1

Observations For Billing Period - February 2022

Billing Period: February 2022

- Your total invoice amount is **£463.07 less than** last month.
- Your total call spend is **£21.06 less than** last month.
- Your line rental is **£269.98 less than** last month.
- Your total of other charges is **same as** last month.
- Your total duration of calls is **100:29:15 (hh:mm:ss) less than** last month.
- Your total quantity of calls is **2,853 less than** last month.
- Your total data usage is **-2160.09mb less than** last month.

2

Voice Group Summaries For Billing Periods Shown

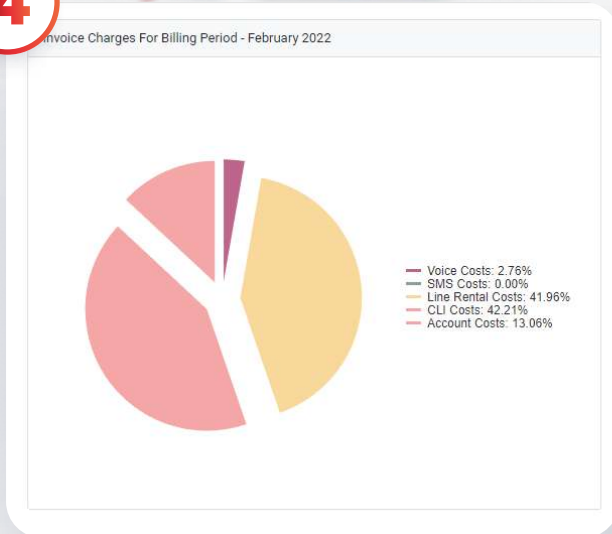
	February 2022	January 2022	December 2021
Voice Costs:	£269.98	£269.98	£269.98
Data Costs:	£21.06	£21.06	£21.06
SMS Costs:	£0.00	£0.00	£0.00
Line Rental Costs:	£1,200.00	£1,200.00	£1,200.00
CLI Costs:	£0.00	£0.00	£0.00
Account Costs:	£0.00	£0.00	£0.00
Total Invoice Costs (ex VAT):	£1,491.04	£1,491.04	£1,491.04
Duration (hh:mm:ss):	100:29:15	100:29:15	100:29:15
Data Usage (MB):	-2160.09	-2160.09	-2160.09
SMS/MMS:	0	0	0
Total No. of Calls:	2,853	2,853	2,853

3

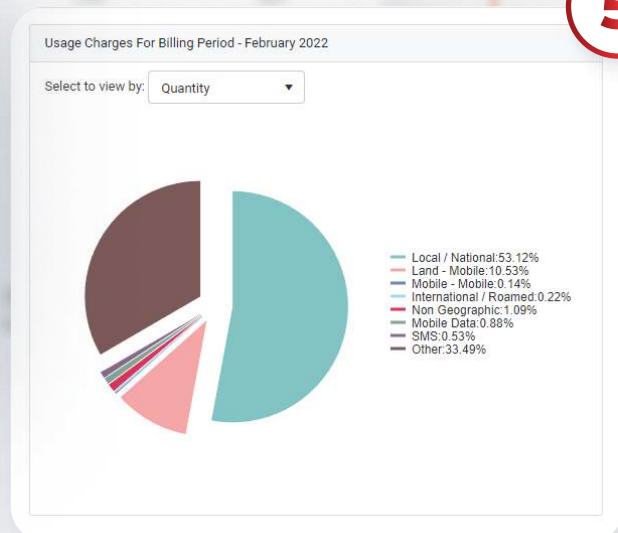


1. Here you can see some quick data on your latest billing period compared to last month
2. This is a summary of all of your costs over the last 3 months
3. This graph summarises your total invoice costs over the last 3 months

4



5



4. This pie chart shows the proportional breakdown of your invoice charges

5. This pie chart shows the proportional breakdown of your usage charges

Invoices

On the invoices tab, you can see an overview of all of your Yo Telecom invoices

The screenshot displays the 'Invoices' tab in a web application. At the top, a navigation bar includes links for HOME, INVOICES, REPORTS, DOWNLOADS, SERVICES, and ADMINISTRATION. Below this, the 'Home / Invoices' breadcrumb is shown. The interface features several filters: 'Account' set to 'Yo Telecom Ltd (Yoooo)', 'Billing Period' set to 'All', and 'Search/Filter' set to 'No Filter'. A 'Sort by: Date' dropdown is also present. The main area contains a table with the following columns: Account Name, Type, Date, Invoice Number, Subtotal (£), VAT (£), Total (£), Details, and Itemisation. The table lists 10 invoices for 'Yo Telecom Ltd' with dates ranging from 15/02/2022 to 15/05/2021. At the bottom of the table, there is a pagination control showing 'Page size: 10' and '29 items'. An overlay on the right side of the table shows a 'Download' button with a blue download icon.

Account Name	Type	Date	Invoice Number	Subtotal (£)	VAT (£)	Total (£)	Details	Itemisation
Yo Telecom Ltd	Monthly	15/02/2022	2710012	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/01/2022	2710001	8000.00	750.00	8750.00		
Yo Telecom Ltd	Monthly	15/12/2021	2699712	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/11/2021	2699607	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/10/2021	2699507	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/09/2021	2699470	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/08/2021	2697700	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/07/2021	2697000	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/06/2021	2696000	8000.00	800.00	8800.00		
Yo Telecom Ltd	Monthly	15/05/2021	2676700	8000.00	800.00	8800.00		

Click here to download them

This is the screen you'll see when downloading an invoice.

Account and Invoice Selection

AccountYo Telecom Ltd (Y0000)

Billing PeriodFebruary 2022

Invoice15/02/2022 - Monthly

Set Your Preference For Billing Period - February 2022

Invoice Summary

Include Invoice Page☒

Billing Group

Billing Group(All groups)

Include Group Summary☒

Phone Number

Phone Number(All phone numbers)

Include Number Summary☐

Include Phone Number Itemisation☐

Download PDF

Invoice File

If you require a formatted, printable copy of your bill, please use the PDF option above.

Download CSVDownload Excel

Itemisation

Billing Group

Billing Group(All groups)

Phone Number

Phone Number(All phonenumberbers)

Download CSVDownload Excel

Your PDF Downloads For Billing Period - February 2022

Download	Date Requested	Status	
Acc: Y0000, Invoice:273313 - 15/02/2022, Inc: Invoice Page, Group Summary	14/03/2022 14:28	Download Ready	<input type="checkbox"/>

Remove SelectedRemove All

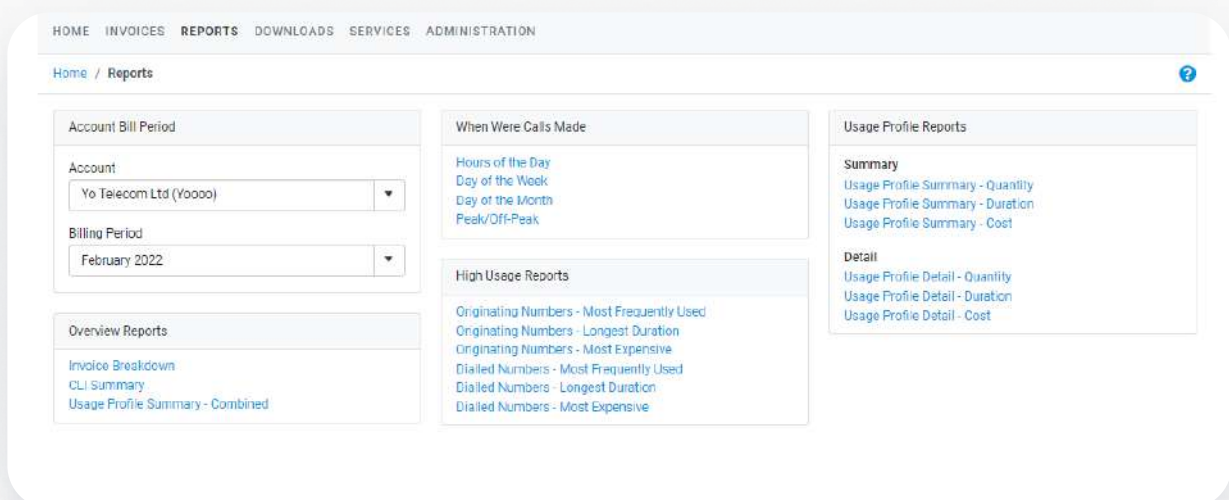
If available, **tick 'include group summary'** and tick 'include phone number itemisation' if required

Click here to download the **invoice pdf**

Reports

The reports tab allows you to view a variety of reports including your; overview reports, usage profile reports, high usage reports and reports on when calls were made.

Click on a report to view it.



Reports

Within the Services tab, view all of your services with Yo Telecom **(both active and disconnected)**

Click here to switch between viewing active, disconnected or all services

Home / Services

Account: Yo Telecom Ltd (Yoooo) Number Status: Active

Billing Group: All

Numbers in Selected Billing Group

Search/Filter: No Filter Sort by: Username/Description Descending Ascending

Phone Number	Username/Description	Account Number	Account Name	Billing Group	Cost Centre	Connection Date	Disconnection Date
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/05/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	21/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	27/10/2015	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	30/08/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	21/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/05/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	21/03/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/05/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	21/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	22/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	21/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	16/05/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/07/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	22/08/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	27/10/2015	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	02/12/2014	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/06/2016	
0123456789	-	Yoooo	Yo Telecom Ltd	Lines & Services	000	30/03/2016	
0123456789	4g router	Yoooo	Yo Telecom Ltd	Lines & Services	000	02/06/2017	
0123456789	4G Router	Yoooo	Yo Telecom Ltd	Lines & Services	000	19/06/2018	
0123456789	4g router	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/06/2017	
0123456789	4g router	Yoooo	Yo Telecom Ltd	Lines & Services	000	01/06/2017	

Administration

In the Administration tab, view all of the details we have for you. **If any need updating, get in touch!**

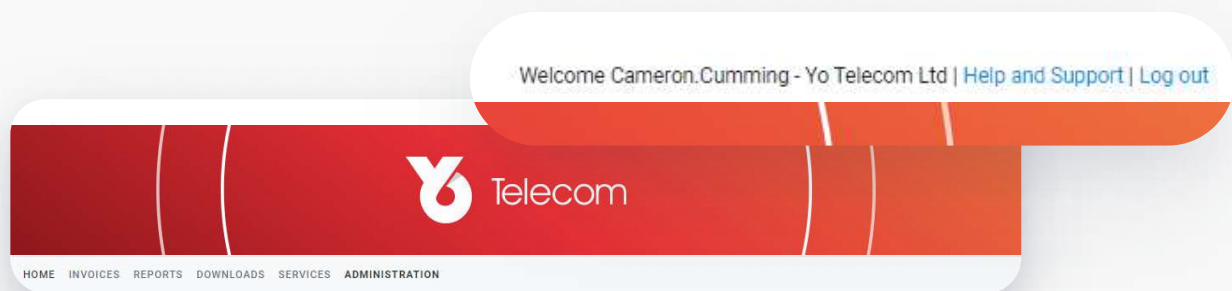
[Home](#) / [Administration](#) / [Manage Account Details](#)

Manage Account Details

Account:	Yo Telecom Ltd (Yoooo)		
Account Number	Yoooo	Account Name *	Yo Telecom Ltd
Salutation *	Mr		
Forename *	Stephen Francis	Surname *	stephen.francis@yotelecom.co.uk
Account Address		Billing Address	
Address Line 1 *	1 & 2 Melbourne Street	Address Line 1 *	1 & 2 Melbourne Street
Address Line 2		Address Line 2 *	
Town/City *	Southampton	Town/City *	Southampton
County *	Hampshire	County *	Hampshire
Postcode *	SO14 5FB	Postcode *	SO14 5FB
Country *	United Kingdom		
Contact Details			
Tel. No. (Main) *	023805168980	Fax. No. *	
Extension *		Fax. No. (Alternative) *	
Tel. No. (Direct Line) *		Billing E-mail Address *	accounts@yotelecom.co.uk
Tel. No. (Mobile) *		Website *	http://no homepage specified
Tel. No. (Mobile 2) *			

Help & Support

At the top of the page you'll find: your username, help & support and the option to log out.



Thank You!

If you have any questions at all, please don't hesitate to contact us:

email: billing@yotelecom.co.uk
phone: 02380 516980