



Frontier COBRA Portal Bill Ready Notification Emails

URL: <https://cobra.frontier.com>

Required Web Browser: Microsoft Edge or Google Chrome

The following provides step-by-step instructions on how to set up Bill Ready Notification Emails in the Frontier Commercial Online Billing Research Analysis (COBRA) portal for BANs billed in the Frontier DPI billing system.

Revised: 1/20/2023



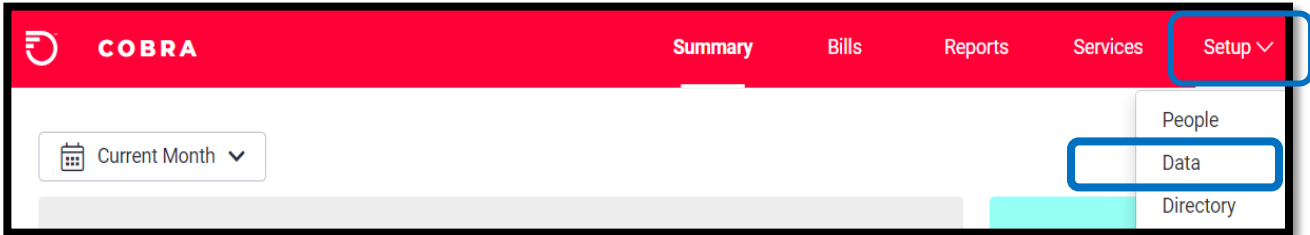
Contents

Required Web Browser: Microsoft Edge or Google Chrome.....	1
BILL READY NOTIFICATION EMAILS.....	3
CHANGE LOG.....	8

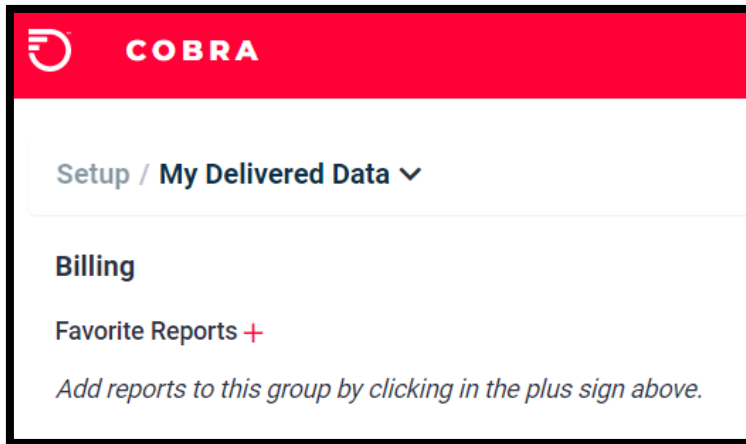


BILL READY NOTIFICATION EMAILS

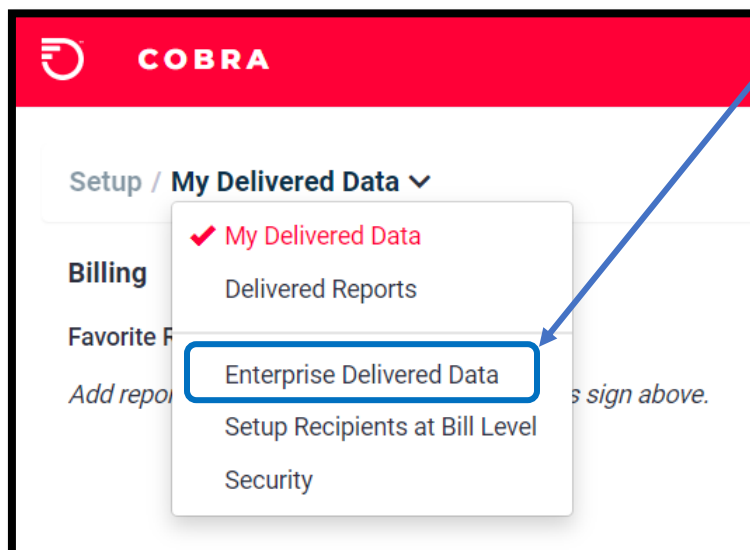
Customers can set up **Bill Ready Notification** emails in COBRA following the instructions below. After logging in to COBRA, choose **Data** under the **Setup** menu.



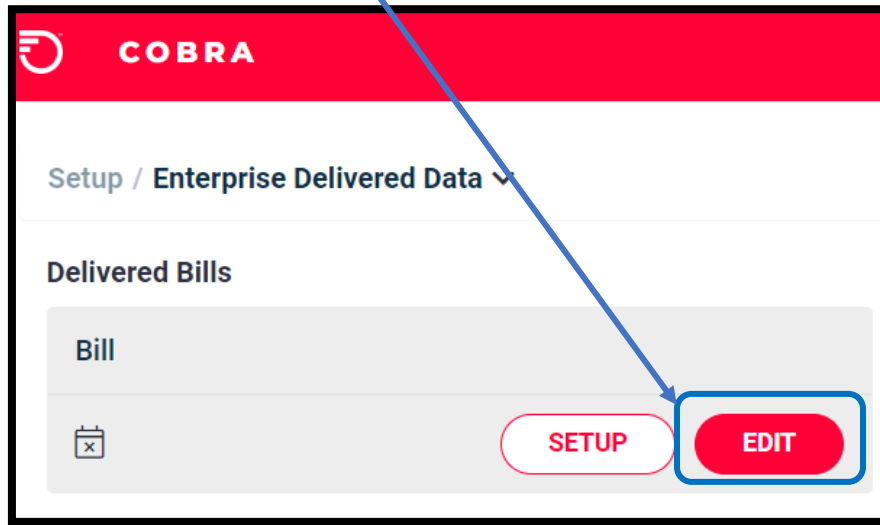
The following screen will open.



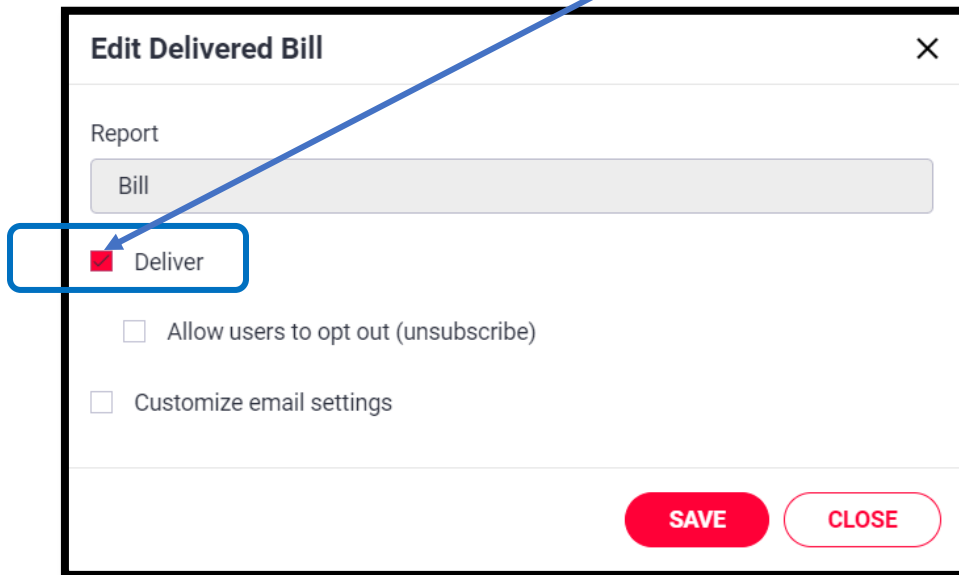
Click the drop-down arrow, to open the menu options. Choose **Enterprise Delivered Data** in the drop-down list.



On the **Delivered Bills** screen, click the **EDIT** button.



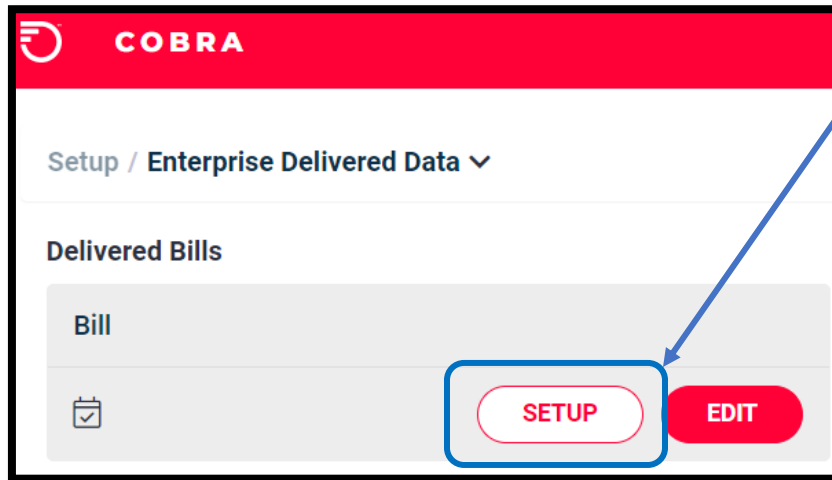
On the **Edit Delivered Bill** screen, check the box beside **DELIVER** and click **SAVE**.



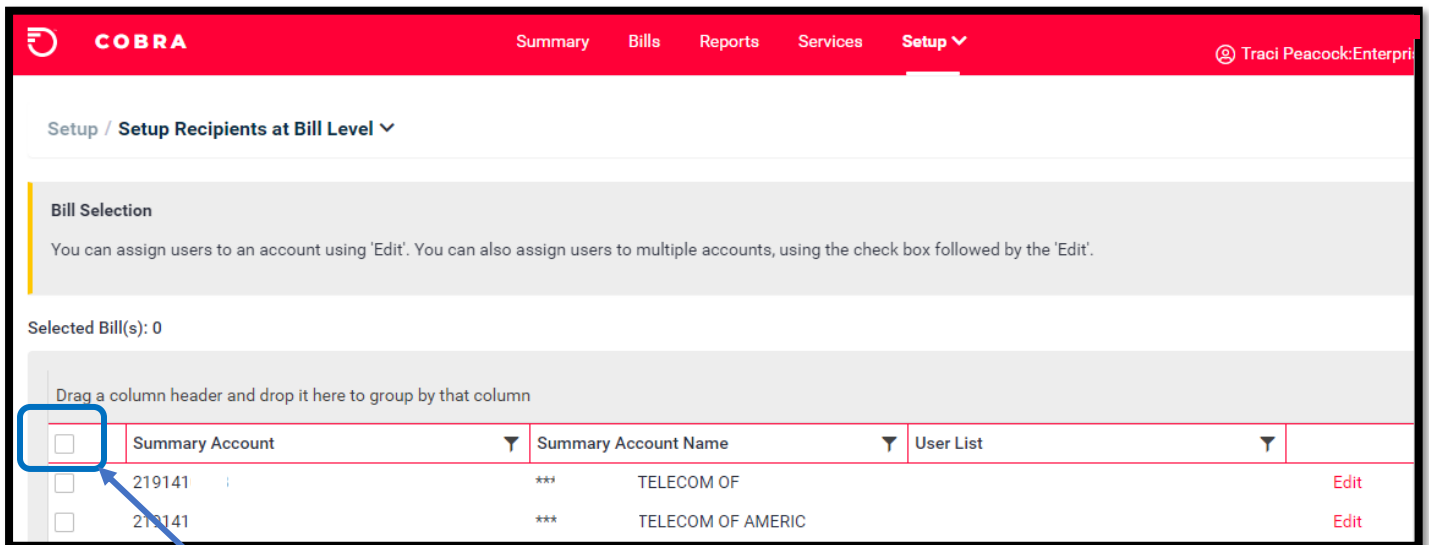
A message "**Save Successful**" will pop up if the setting change was saved successfully.



After the change is saved, the **Delivered Bills** screen is displayed again. Click the **SETUP** button.



The **Setup Recipients at Bill Level** screen displays all Summary Accounts assigned to your Enterprise in COBRA.



Recipients of Bill Ready Notification emails can be assigned to individual accounts or to multiple accounts by clicking the check box beside the account(s). To choose all accounts in the Enterprise, click the check box in the column titles row.

After clicking the check box(es), the chosen accounts are shaded in light red.

Selected Bill(s): 16

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Summary Account	Summary Account Name	User List	
<input checked="" type="checkbox"/>	219141	*** TELECOM OF		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF AMERIC		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF AMERIC		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF AMERIC		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF		Edit
<input checked="" type="checkbox"/>	2191410844	***MIDWEST TELECOM OF AMERIC		Edit

Page 1 of 1 20 items per page 1 - 16 of 16 items

Please note the **Page** and **Items per Page** at the bottom of the screen. The Items per Page can be increased to 100. **If the number of accounts is spread over multiple pages, the check box at the top must be clicked on each page to select the accounts on the page.**

Page 1 of 1 20 items per page 1 - 16 of 16 items

After choosing accounts, click the **EDIT** link on any account row.

Selected Bill(s): 16

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Summary Account	Summary Account Name	User List	
<input checked="" type="checkbox"/>	219141	*** TELECOM OF		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF AMERIC		Edit
<input checked="" type="checkbox"/>	219141	*** TELECOM OF AMERIC		Edit



The **Setup Delivered Bills** screen displays a list of the accounts chosen and the Usernames assigned to the Enterprise. Click the check box beside the Username(s) that should receive the Bill Ready Notification emails and click the **SAVE** button.

Setup Delivered Bills

Selected Bill(s)

209111111118 x 951111111112 x

Selected User(s): 1

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Username	Name	Email	Opted Out	Role
<input checked="" type="checkbox"/>	TESTUSER	Test User	example.user@email.c...	No	Enterprise Admin

Page 1 of 1 | 20 items per page | 1 - 1 of 1 items

SAVE **CLOSE**

The **Setup Recipients at Bill Level** screen displays the Username(s) assigned to each account. To change the users at a later date, click the **EDIT** link.

Setup / Setup Recipients at Bill Level

Bill Selection

You can assign users to an account using 'Edit'. You can also assign users to multiple accounts, using the check box followed by the 'Edit'.

Selected Bill(s): 0

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Summary Account	Summary Account Name	User List	
<input type="checkbox"/>	209		TESTUSER	Edit
<input type="checkbox"/>	951		TESTUSER	Edit



CHANGE LOG

Date	Page	Revision
01/20/2023	All	Initial Version

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