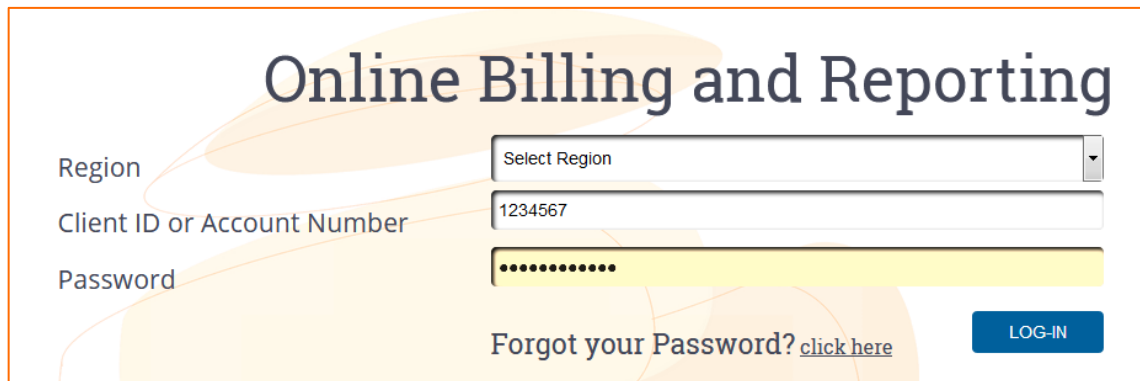


# Regional Billing Portal Quick Start Guide

## Log In

Before logging in please locate your client ID or account number (also referred to as the bill-to ID) and your password for your billing account.

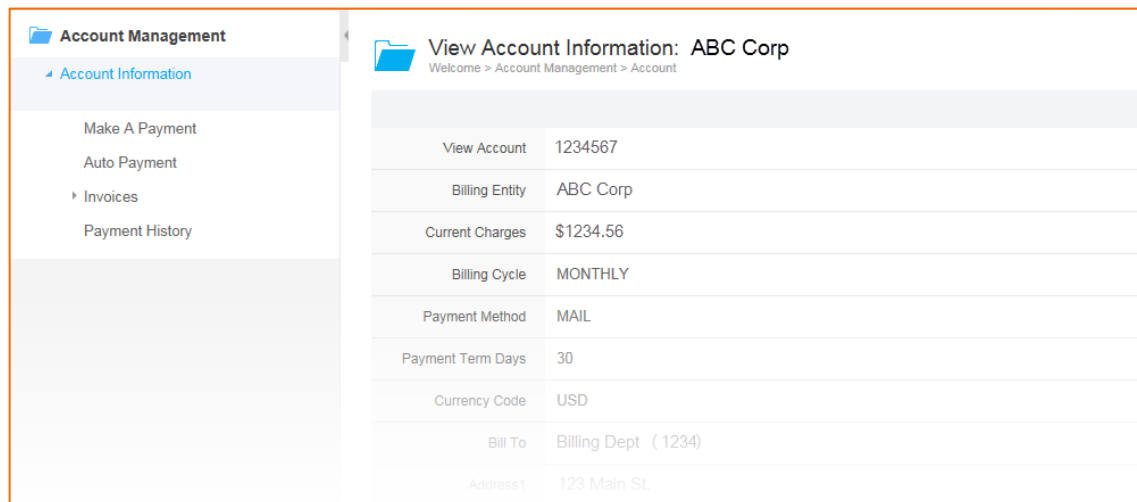
1. Open a browser and go to the [Billing Portal](#).
2. Select your region, enter your client ID or account number, enter your password, and then click **Log In**.



The screenshot shows the login page for the Online Billing and Reporting portal. It features a title "Online Billing and Reporting" and three input fields: "Region" with a dropdown menu showing "Select Region", "Client ID or Account Number" with the value "1234567", and "Password" with a masked field of dots. A "LOG-IN" button is located at the bottom right, and a link "Forgot your Password? [click here](#)" is positioned to its left.

**Note:** If your billing portal looks different from the images in this guide, please refer to the [Billing Portal Quick Start Guide](#).

Once logged in you will automatically be routed to the Account Information page. This page displays your current invoice information.

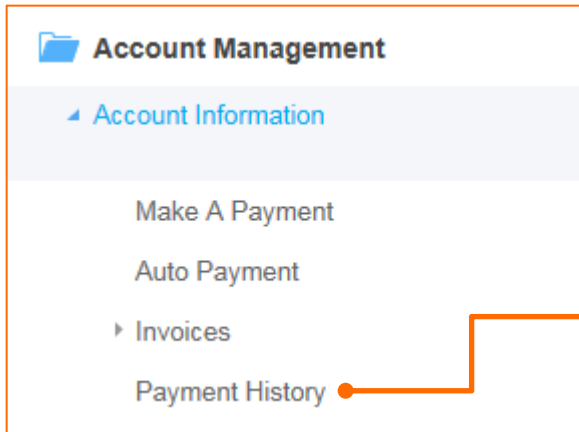


The screenshot displays the "View Account Information" page for ABC Corp. The page is divided into a left sidebar with navigation options and a main content area showing account details.

Account Management	
Account Information	
Make A Payment	
Auto Payment	
Invoices	
Payment History	

View Account Information: ABC Corp	
Welcome > Account Management > Account	
View Account	1234567
Billing Entity	ABC Corp
Current Charges	\$1234.56
Billing Cycle	MONTHLY
Payment Method	MAIL
Payment Term Days	30
Currency Code	USD
Bill To	Billing Dept ( 1234)
Address1	123 Main St.



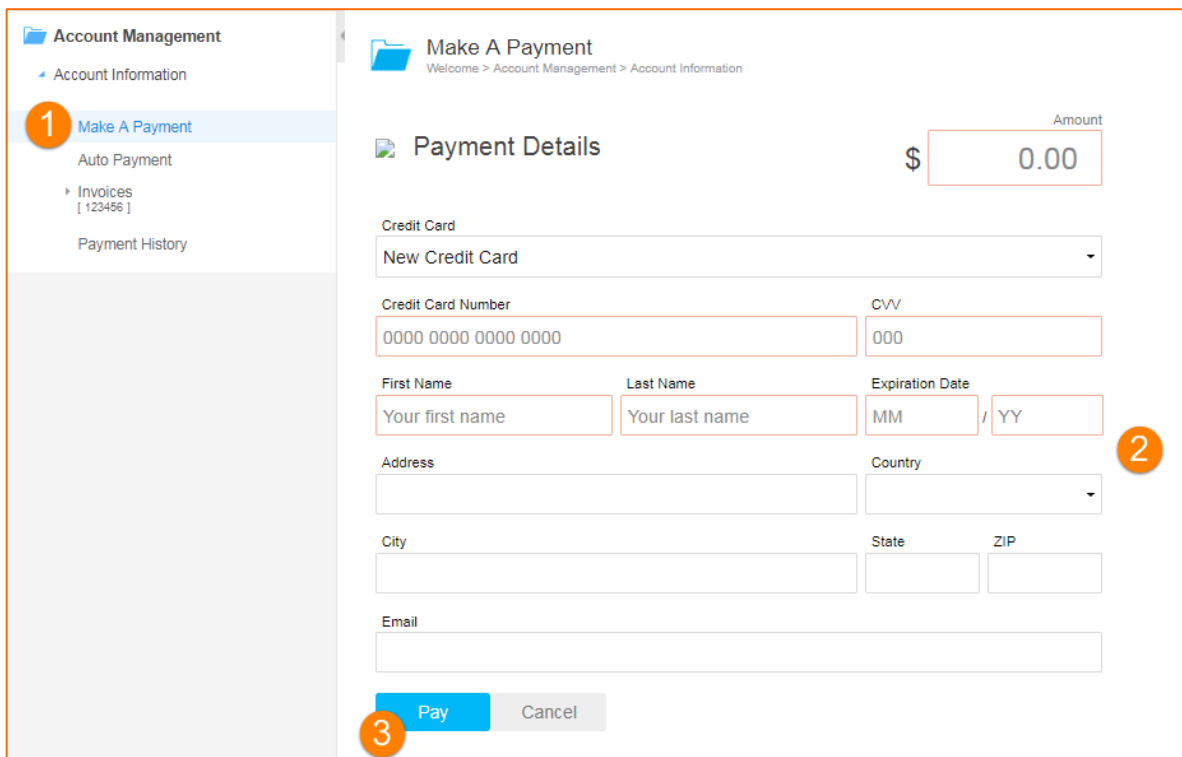
## Navigation

The menu on the left-hand side lists the following options for the customer: Make A Payment, Auto Payment, Invoices, and Payment History.

**Note:** Payment History is currently not available as we are still in the process of integrating with our payment system.

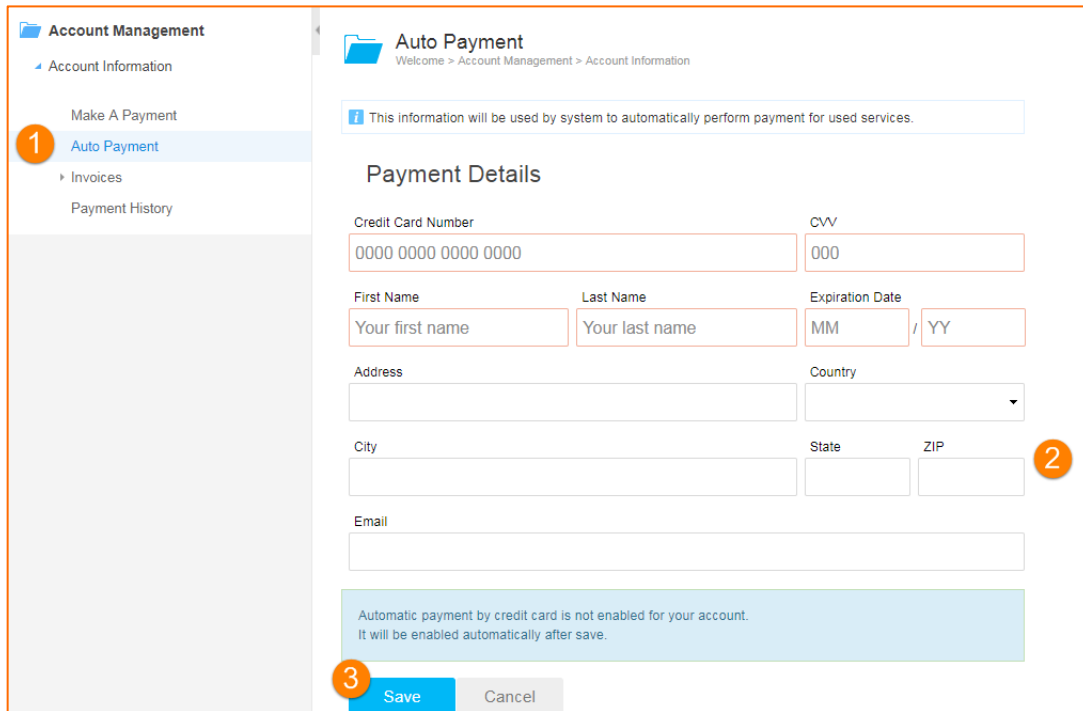
## Make a Payment

1. Select **Make a Payment**.
2. Enter the required information in the appropriate fields.
3. Click **Pay**.



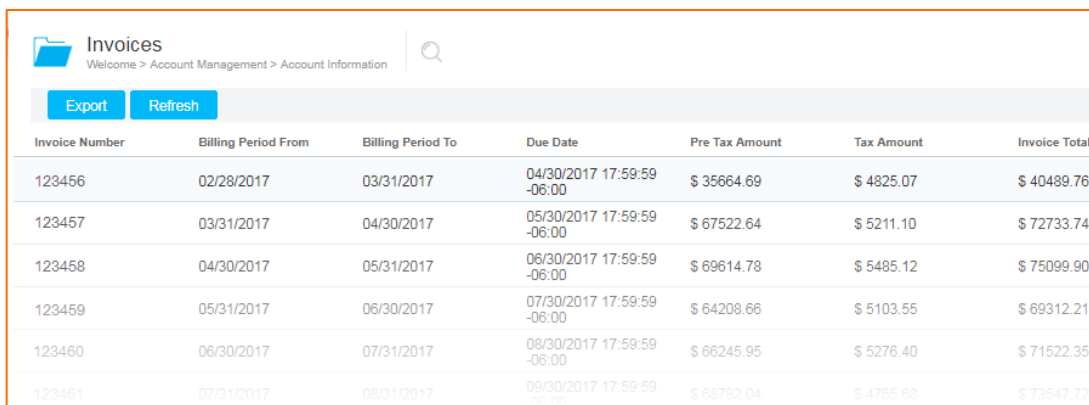
## Set Up Automatic Payments

1. Select **Auto Payment**.
2. Enter the required information in the appropriate fields.
3. Click **Save**.



## View Invoices

Select **Invoices** to show a list of all available invoices with a summary.



Invoice Number	Billing Period From	Billing Period To	Due Date	Pre Tax Amount	Tax Amount	Invoice Total
123456	02/28/2017	03/31/2017	04/30/2017 17:59:59 -06:00	\$ 35664.69	\$ 4825.07	\$ 40489.76
123457	03/31/2017	04/30/2017	05/30/2017 17:59:59 -06:00	\$ 67522.64	\$ 5211.10	\$ 72733.74
123458	04/30/2017	05/31/2017	06/30/2017 17:59:59 -06:00	\$ 69614.78	\$ 5485.12	\$ 75099.90
123459	05/31/2017	06/30/2017	07/30/2017 17:59:59 -06:00	\$ 64208.66	\$ 5103.55	\$ 69312.21
123460	06/30/2017	07/31/2017	08/30/2017 17:59:59 -06:00	\$ 66245.95	\$ 5276.40	\$ 71522.35
123461	07/31/2017	08/31/2017	09/30/2017 17:59:59	\$ 68782.04	\$ 4765.68	\$ 73547.72

To export an invoice, first select the invoice by clicking the invoice number. Then:

- Click **Export** to download invoice details as a CSV file that can be opened in Excel.
- Click the PDF icon to save the invoice as a PDF.