

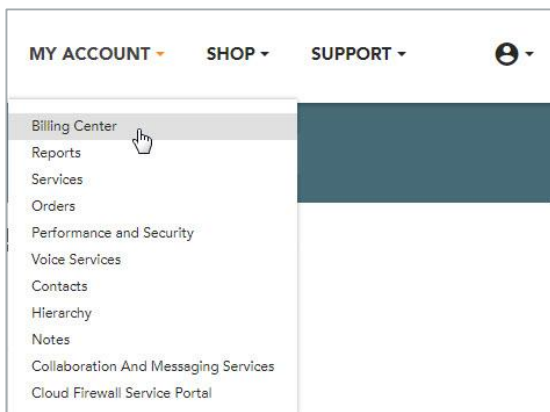
# Viewing Invoices



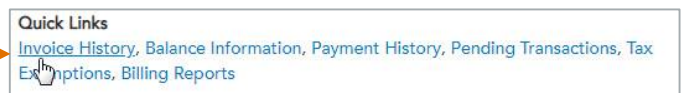
## iCare Portal Quick Start Guide

The **Billing Center** allows you to access and download past invoices as PDF files. Depending on the configuration of your web browser, the document may be automatically downloaded to your **Downloads** folder, or a dialog may display prompting you to select a location where you want to save the document. Once an invoice has been downloaded, you may view and print the file.

1. From the **My Account** drop-down list, open the **Billing Center**.



2. From the **Quick Links** list, click **Invoice History**.



3. Use the **Invoice History** page to browse, select, and download invoices as needed.

A screenshot of the 'Invoice History' page. It features a table with columns for Account ID, Account Name, Invoice ID, Invoice Date, Due Date, Total Amt Due, New Charges, Previous Bal., and Total Payments. Three invoices are listed, each with a checked checkbox in the first column. To the left of the table, there are two instructions: 'Select all invoices for download.' with an arrow pointing to an unchecked checkbox, and 'Select individual invoices for download.' with an arrow pointing to the checked checkboxes. To the right of the table, there is a 'Download selected invoices.' button with a download icon. Below the table, an arrow points to the 'Invoice ID' of the third invoice (15732486) with the text 'Download a single invoice.'

	Account ID	Account Name	Invoice ID	Invoice Date	Due Date	Total Amt Due	New Charges	Previous Bal.	Total Payments	
Select all invoices for download. →	<input type="checkbox"/>									
	<input checked="" type="checkbox"/>	19117	MAR EBA	15880040	02/01/2019	02/22/2019	\$41.03	\$20.54	\$20.49	\$0.00
Select individual invoices for download. →	<input checked="" type="checkbox"/>	19117	MAR EBA	15804285	01/01/2019	01/22/2019	\$20.49	\$20.49	\$61.83	(\$61.83)
	<input checked="" type="checkbox"/>	19117	MAR EBA	15732486	12/01/2018	12/22/2018	\$61.83	\$20.64	\$41.19	\$0.00