

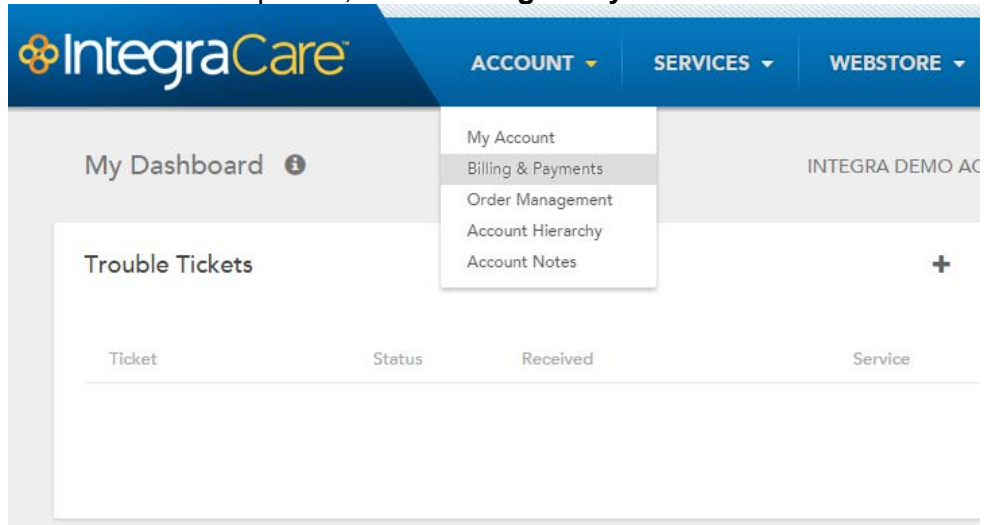
Viewing Invoice History

Quick Start Guide

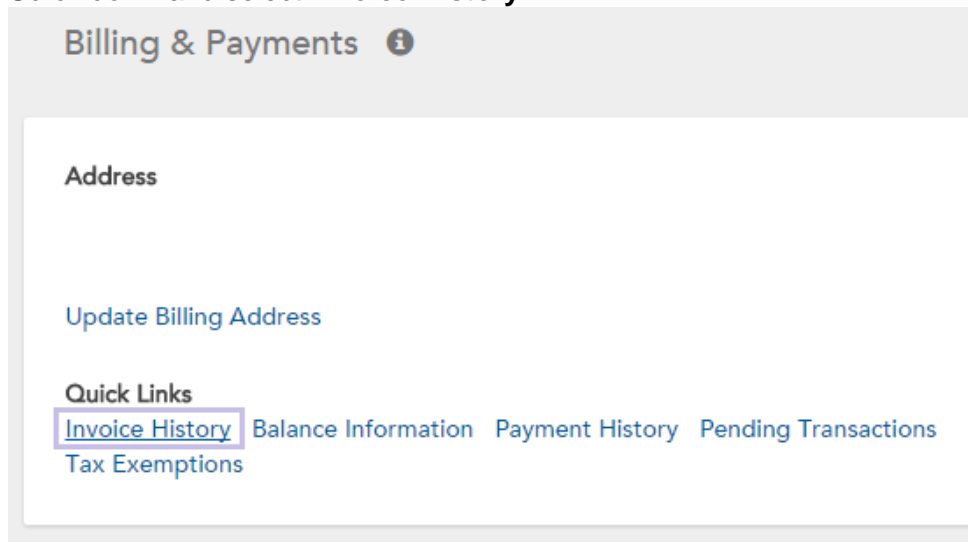
Viewing Invoice History

Do you need to look at a past invoice? This guide will show you how to quickly access and print past invoices.

1. In the **Account** dropdown, select **Billing & Payments**.



2. Scroll down and select **Invoice History**.




3. Use the **Range** buttons to select how far back you'd like to look at your invoices.

To download a specific invoice, select the **invoice number**.

To download the entire invoice history available in your selected range, click the **page icon** in the right-hand corner.

Invoice History ⓘ

Range: All Last 3 Invoices Last 6 Invoices Last 12 Invoices 

| Account | Account Name | Invoice | Invoice Date | Due Date | Total Amt Due | New Charges | Previous Bal. | Total Payments |
|---------|--------------|--------------------------|--------------|------------|---------------|-------------|---------------|----------------|
| 49 | | 12951021 | 05/02/2015 | 05/23/2015 | \$1,244.92 | \$1,244.92 | \$1,275.37 | (\$1,275.37) |
| 49 | | 12870220 | 04/02/2015 | 04/23/2015 | \$1,275.37 | \$1,275.37 | \$1,206.00 | (\$1,206.00) |
| 49 | | 12793503 | 03/02/2015 | 03/23/2015 | \$1,206.00 | \$1,206.00 | \$1,378.15 | (\$1,378.15) |