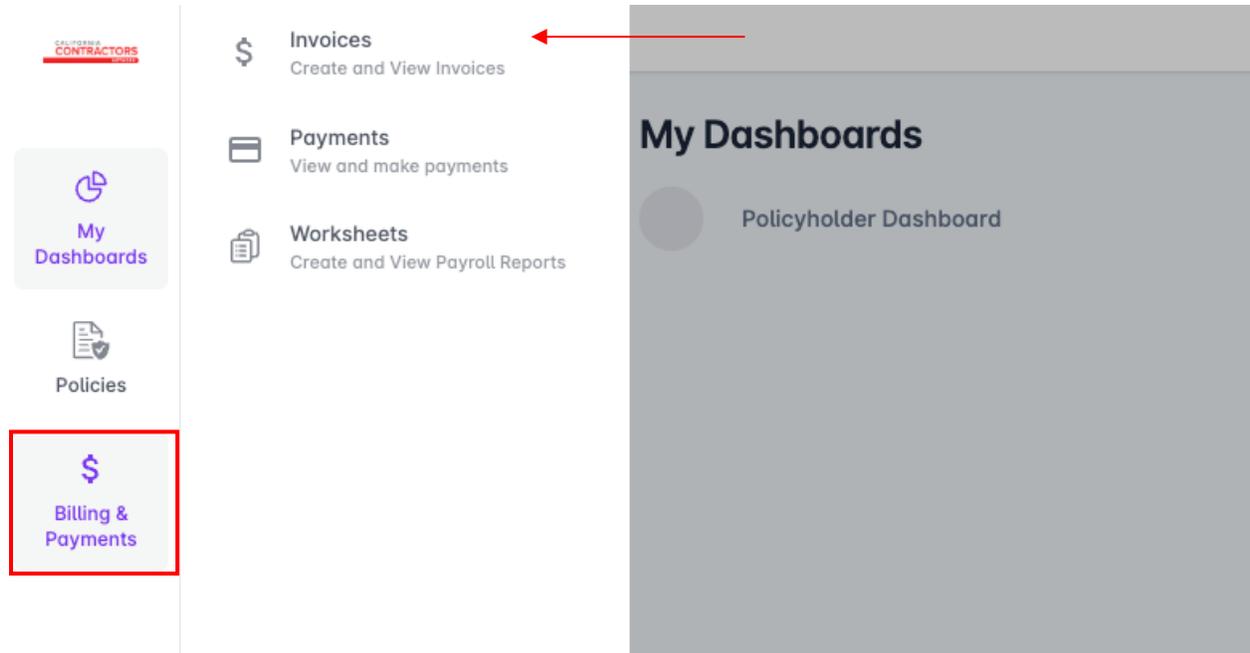


## How to Print a copy of an Invoice

Upon logging into the system, you should see a menu of options on the left hand side of the screen.

- Click on “Billing & Payments” icon on left side of the screen (**circled**)
- Click “Invoices” (**arrow**)



You should see a list of all invoices. The window is divided into two windows – those that are active or overdue, and all invoices. Find the invoice in question and select the one you would like to print.

^ All Active and Overdue Invoices

Policyholder 
 Invoice Number 
 Policy > Policy Number 
 Status

+ Add Filter Field

Invoice Number	Name	Description	Status	Issue Date	Due Date
202507-0020	TEST Corporation	Late fee for un-submitted 2025-05 p	Active	6/26/25	7/26/25
202506-0025	TEST Corporation	This invoice was generated from a su	Active	6/30/25	6/25/25

2 records

^ All Invoices

Policyholder 
 Invoice Number 
 Policy > Policy Number 
 Status

+ Add Filter Field

Invoice Number	Name	Description	Status	Issue Date	Due Date
202507-0020	TEST Corporation	Late fee for un-submitted 2025-05 p	Active	6/26/25	7/26/25
202506-0025	TEST Corporation	This invoice was generated from a su	Active	6/30/25	6/25/25
202505-0002	TEST Corporation	The master invoice for policy 200073	Paid	5/25/25	5/25/25
202505-0007	TEST Corporation	This invoice was generated from a su	Paid	5/26/25	5/25/25

4 records

The details associated with the invoice will be displayed, including any payments applied.

In the top right corner is an icon with an up arrow (circled). Select and three options will open – Preview invoice, download invoice, or email invoice. Make the desired selection, likely download invoice

**Invoice Details**

**Associated Worksheet**  
A worksheet associated with this invoice has been found. [Click here to view it](#)

**Details**

**Invoice**

Invoice Number	202506-0025	Status	Active
Total	\$455.69	Balance	\$455.69
Issue Date	6/30/25	Due Date	6/25/25
Description	This invoice was generated from a submitted worksheet for 05-2025		
Created On	6/30/25, 11:44 AM		

**Related Details**

Policyholder	
Policy	2000737-2025 4/1/25 6/1/25

**Financials**

**Line Items**

Line Item Type	Description	Amount
Premium	05-2025 worksheet	\$455.69

1 records

**Payments**

Date Applied	Amount
No records found	

**Make Payment** (circled icon)

- Preview Invoice
- Download Invoice
- Email Invoice

From this screen, you can also make a payment or go back to the payroll worksheet associated with the invoice.