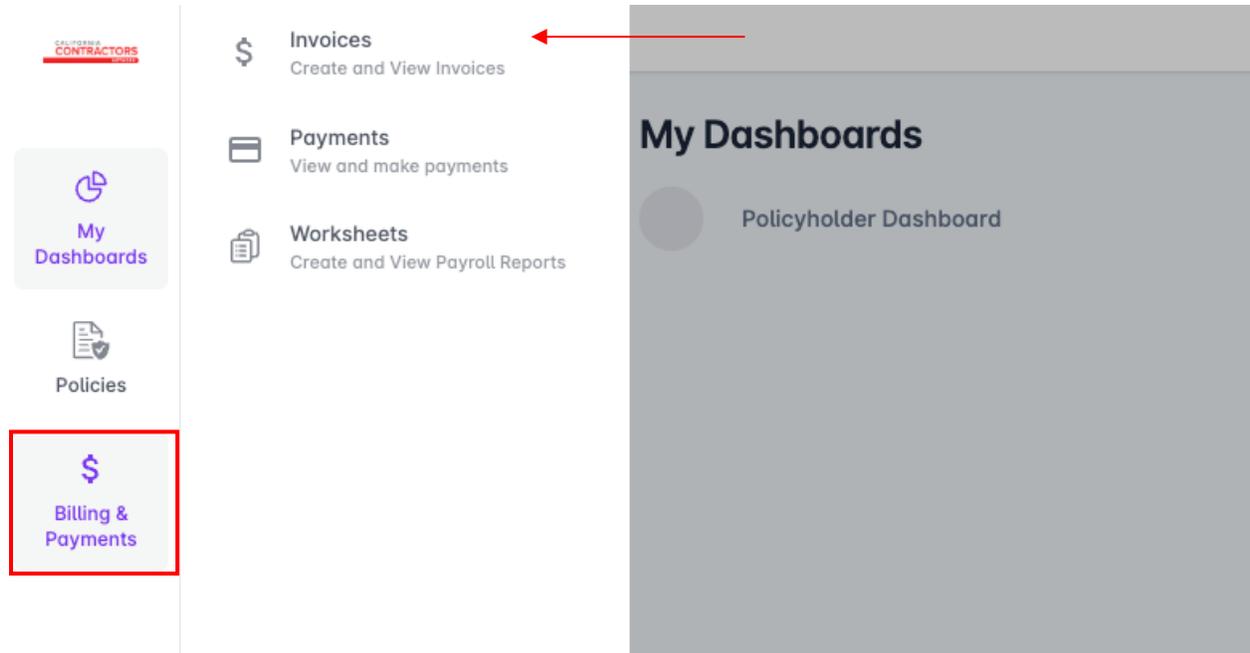## How to Print a copy of an Invoice

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	
🔍 Type to filter results...			▾	Apply

+ 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	
🔍 Type to filter results...			▾	Apply

+ 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

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