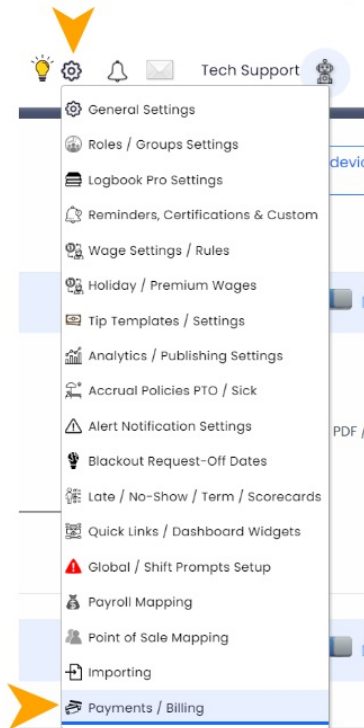# Print or Email Billing Invoices

Last Modified on 05/19/2023 12:24 pm MDT

Print or Email Billing Invoices

Go to Gearwheel Menu >Payments / Billing

Monthly invoices will be sent to email addresses entered into the billing screen, as shown below:

To Print a Billing Invoice, press the Print icon by the date of payment as shown below:

Note: Payments cover the calendar month in which they are billed.