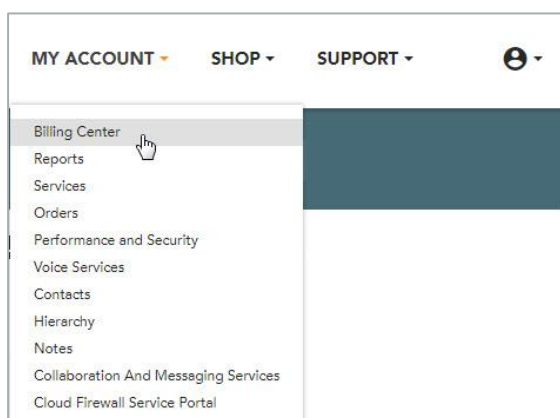


Viewing Invoices

Allstream 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.

	Account ID	Account Name	Invoice ID	Invoice Date	Due Date	Total Amt Due	New Charges	Previous Bal.	Total Payments
<input checked="" type="checkbox"/>	19117	MAR EBA	15880040	02/01/2019	02/22/2019	\$41.03	\$20.54	\$20.49	\$0.00
<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