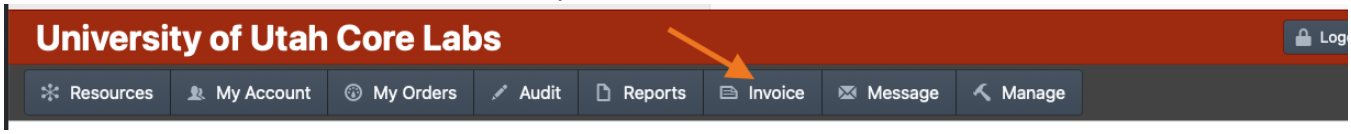
Accessing Invoices

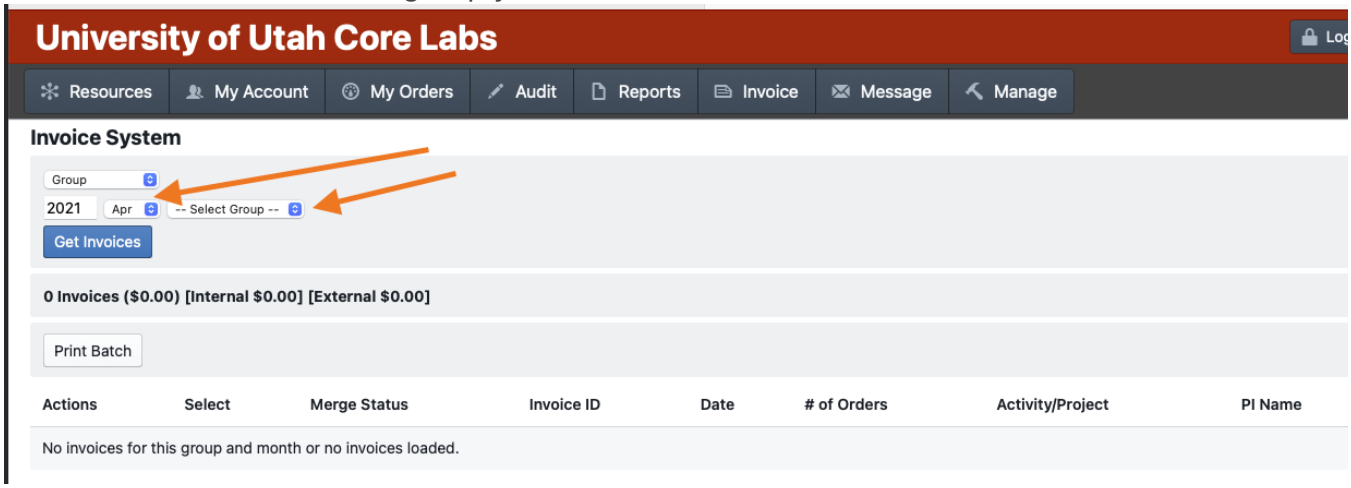
- List Invoices by Billing Month
- Search for an Invoice

List Invoices by Billing Month

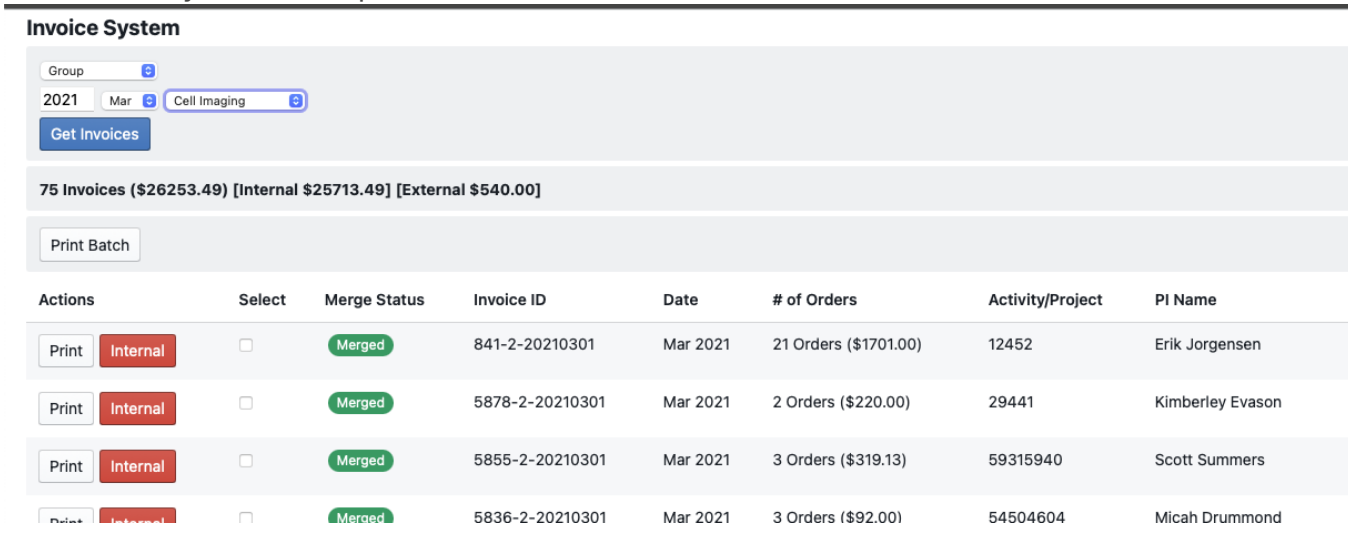
1. Click on the "Invoices" button on the top bar



2. Select the Month, Year, and group you want to load invoices for

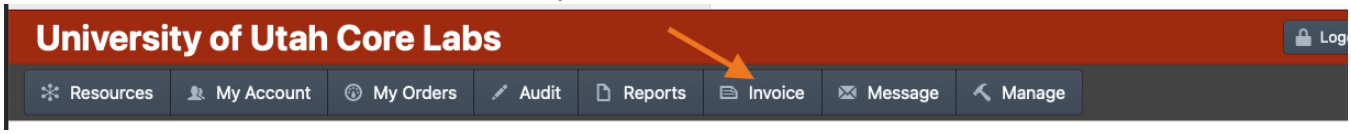


3. Click the "Get Invoices" button
4. Click the "Print" button on the invoice you want to view OR use the checkbox to select all the invoices you want to print as a batch and click the "Print Batch" button.

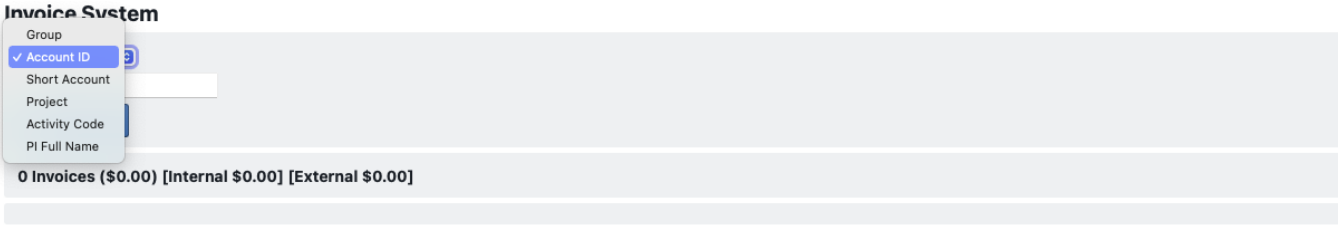


Search for an Invoice

1. Click on the "Invoices" button on the top bar



2. Select the type of search you want to use from the dropdown and enter your search criteria.



3. Click the "Get Invoices" button
4. Click the "Print" button on the invoice you want to view OR use the checkbox to select all the invoices you want to print as a batch and click the "Print Batch" button.

