



# Customer View of Billing and Commitments

Fusion Connect Client Portal

## Resources

### Watch a Video:

[Customer View of Billing and Commitments](#)

### More Resources:

See a complete list of Fusion Connect Client Portal self-support documents here:

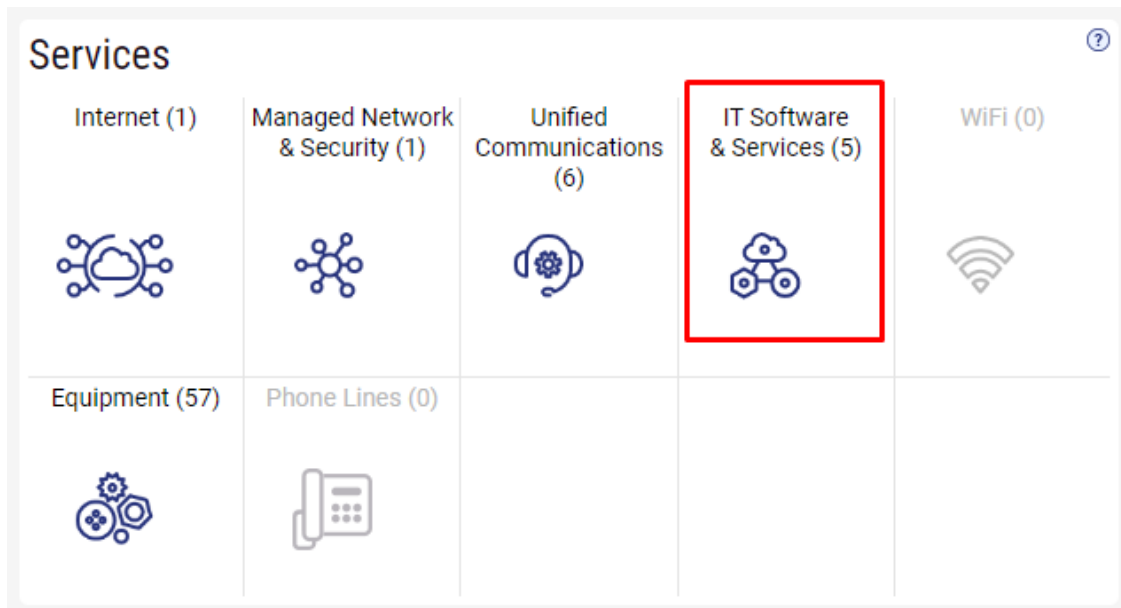
<https://www.fusionconnect.com/support/ms-teams-support>

## Customer View of Billing and Commitments...

The Services Tile displays a list of the services that Fusion Connect offers. Services you currently subscribe to will appear in bold with the number of sites you have in parentheses next to the service type.

*Note: Services you do not currently subscribe to will appear in grey.*

For Microsoft Services, click on your *IT Software & Services* section:



This will open a new Tab within your Portal listing your Site(s) and their service(s). Choose the site/service by clicking the Kabob icon and choose "Manage Services":

The screenshot shows the Fusion Connect portal interface. At the top, there is a search bar and navigation tabs for 'Sample Company Customer Overview' and 'Sample Company Customer Services'. Below this, the page title is 'Sample Company Customer Services'. There are four main service categories: 'Internet', 'Managed Network & Security', 'Unified Communications', and 'IT Software & Services' (which is underlined). Below the categories, there are radio buttons for 'Sites' (selected) and 'States', and a search box for '1 sites'. A table lists services for 'Sample Company'. The table has two columns: 'Site' and 'Service'. The 'Site' column contains 'Sample Company' and the 'Service' column contains 'Microsoft Services'. A red box highlights the 'Manage Services' option in the kabob menu for the 'Sample Company' site. Other options in the menu are 'Create Ticket' and a gear icon.

Once selecting "Manage Services" from your Kabob icon of the site you wish to access, in your new tab under the Service section, you will see a list of your existing Microsoft Services. This will provide a view of *how you're billed- Monthly, Annually, etc, view your Term, Unit Price, Quantity, your Billing Total, your Effective Activation date(s) and Term End date(s)...*

Services for Sample Company Provider (samplecompany.something.com)

Service  X

Service	Billing Type	Billed	Term	Unit Price	Quantity	Total	Effective	Term End	Auto Renew
Azure Plan	Usage	Annual	Monthly						
Microsoft 365 E3	License	Monthly	Monthly	43.20	1	43.20	03/18/2024	04/18/2024	✓
Microsoft 365 E5	License	Annual	Annual	684.00	1	684.00	03/18/2024	03/18/2025	✓