



HOW TO MANAGE INVOICE DELIVERY PREFERENCES

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Manage Invoice Delivery Preferences](#)

More Resources:

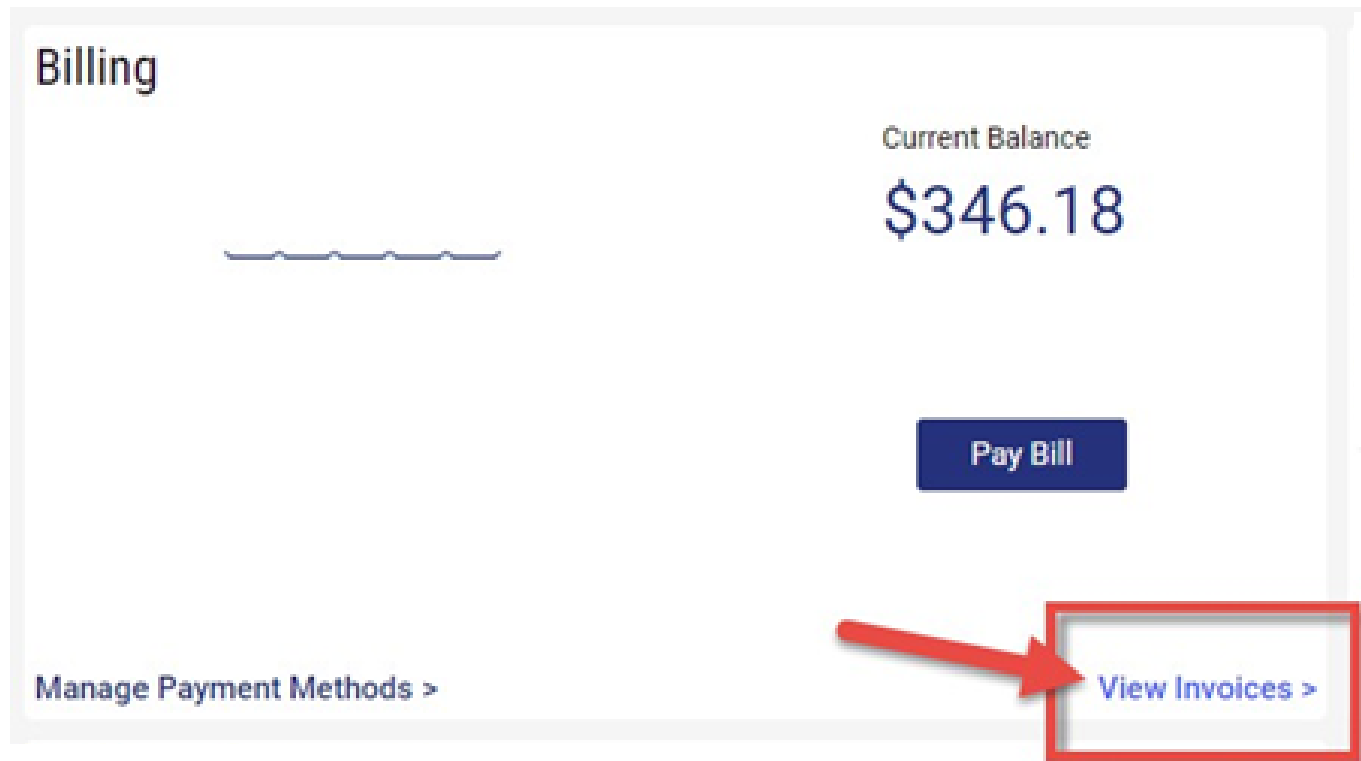
See a complete list of Fusion Connect Client Portal self-support documents here:

<https://www.fusionconnect.com/support/portal-support>

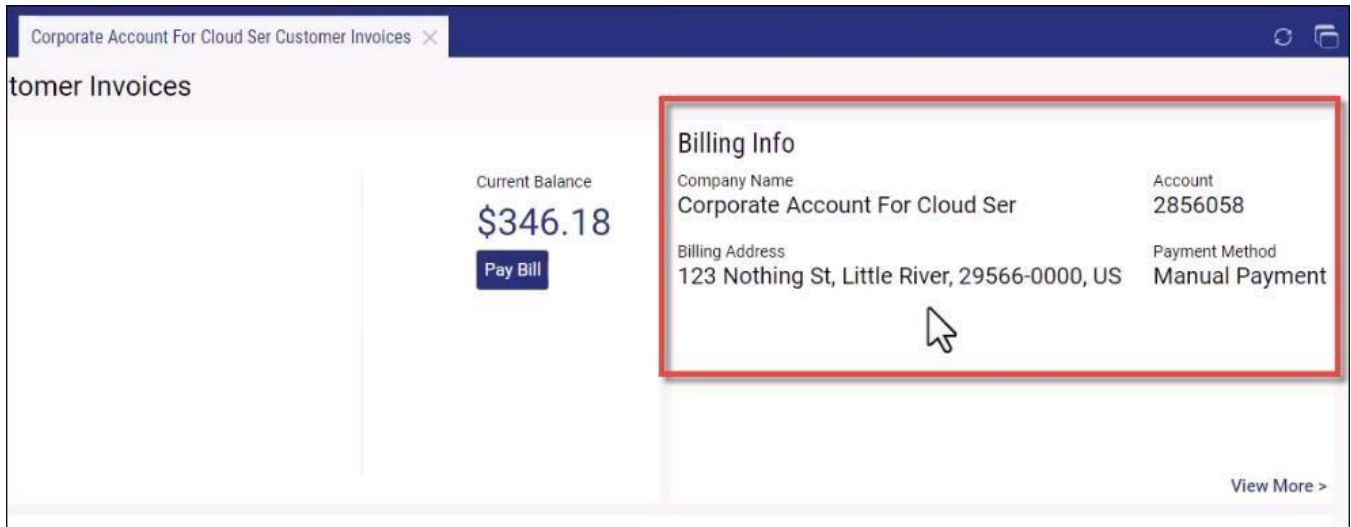


How do I manage my invoice delivery preferences?

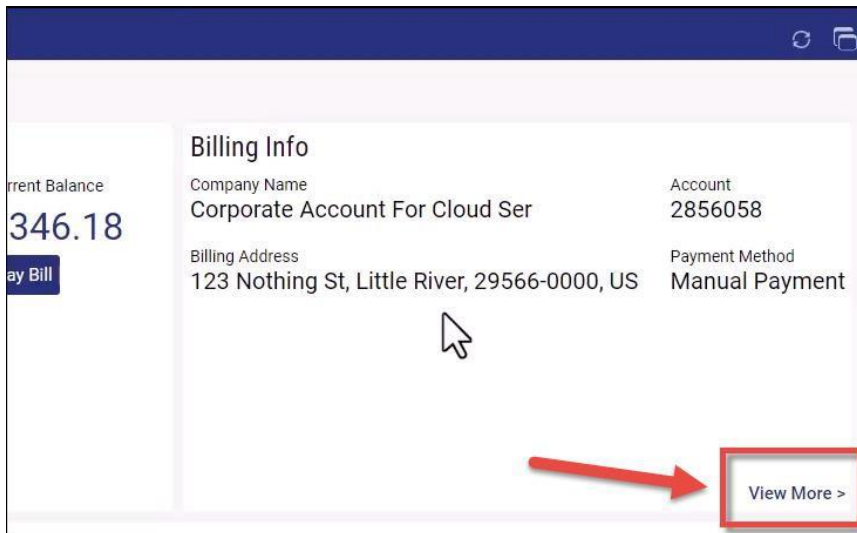
Your invoice delivery preferences can be found in the Billing tile. From the Billing tile, click **View Invoices**.



The Billing Info tile on the right will identify your Company Name, Account number, Billing Address and your current Payment Method.



To edit, click the **View More** link.



The Billing Information tab contains the Billing Contact information, the address of where your invoice will be sent, if sent by mail and your current Invoice Delivery method.

Corporate Account For Cloud Ser Billing Information

Contact

First Name Billy Last Name Fisher
Email billy.fisher@fusionconnect.co Main Phone +17039351600
Email Alternate Phone +17039351600
Fax Number

Address

Country US City Little River
Attention Nothing User State SC
Address 1 123 Nothing St Zip Code 29566-0000
Address 2

Invoice Delivery

Email

Auto-Pay Enrollment

You are currently not enrolled in Auto-Pay.
You can enroll while making a payment.
Make A Payment
Manage Payment Methods

Edit

If the Invoice Delivery is set to Email, it will be sent to the Contact Email address above.

Note: A Cc Email can be added for the invoice to be sent to an additional email address.

Contact

First Name Billy Last Name Fisher
Email billy.fisher@fusionconnect.co Main Phone +17039351600
Cc Email Alternate Phone +17039351600
Fax Number

Address

Country US City Little River
Attention Nothing User State SC
Address 1 123 Nothing St Zip Code 29566-0000
Address 2

Invoice Delivery

Email

To edit any of this information, click the **Edit** link at the bottom.

Country	US	City	Little River
Attention	Nothing User	State	SC
Address 1	123 Nothing St	Zip Code	29566-0000
Address 2			


Invoice Delivery

Email

Auto-Pay Enrollment

You are currently not enrolled in Auto-Pay.
You can enroll while making a payment.

[Make A Payment](#)
[Manage Payment Methods](#)

[Edit](#) 

Now you can update your Billing Contact, Email addresses and mailing address as needed.

Your Invoice Delivery method can be changed as well by selecting **Both** for both Email and a Paper Invoice, or just **Email** for only an Email copy, or just **Paper Invoice** for only a paper invoice to be mailed to you.

Address 1	123 Nothing St	Zip Code	29566-0000
Address 2			

Invoice Delivery

Email
(No Selection)
Both
Email
Paper Invoice

[Make A Payment](#)
[Manage Payment Methods](#)

[Apply](#) [Save](#) [Cancel](#)

Then, select the **Apply** button or the **Save** button to save your changes.

Note: Apply will save your change but keep you on the same screen. Save will save the change and close the tab.

