



HOW TO READ THE BILLING TILE

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Read The Billing Tile](#)

More Resources:

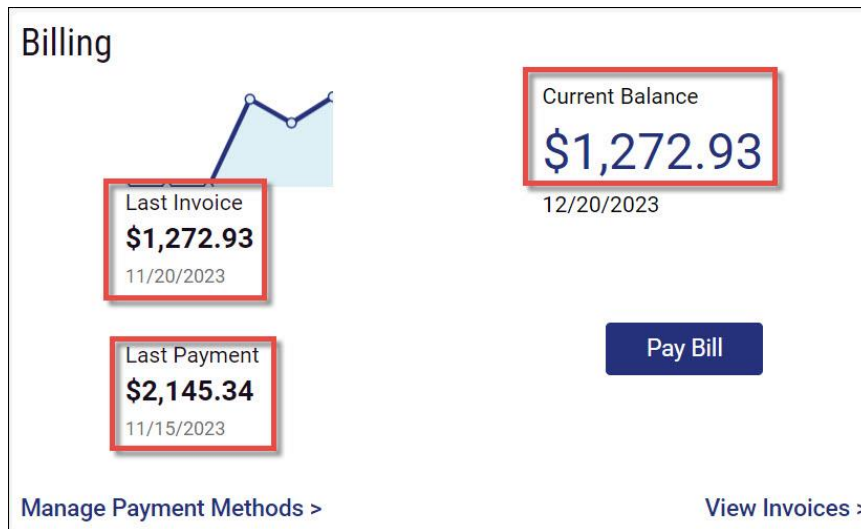
See a complete list of Fusion Connect Client Portal self-support documents here:

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

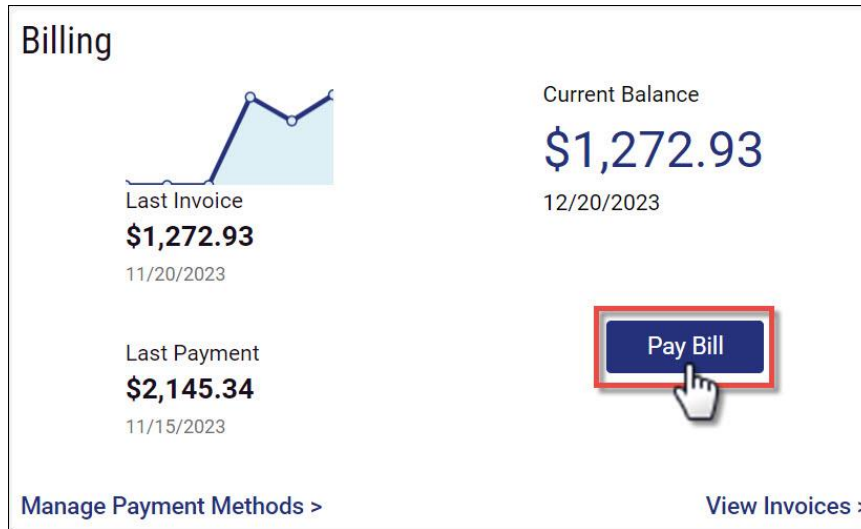


How do I read the Billing tile?

The Billing tile allows you to view your current balance, the date and amount of your last invoice, and the date and amount of your last payment.



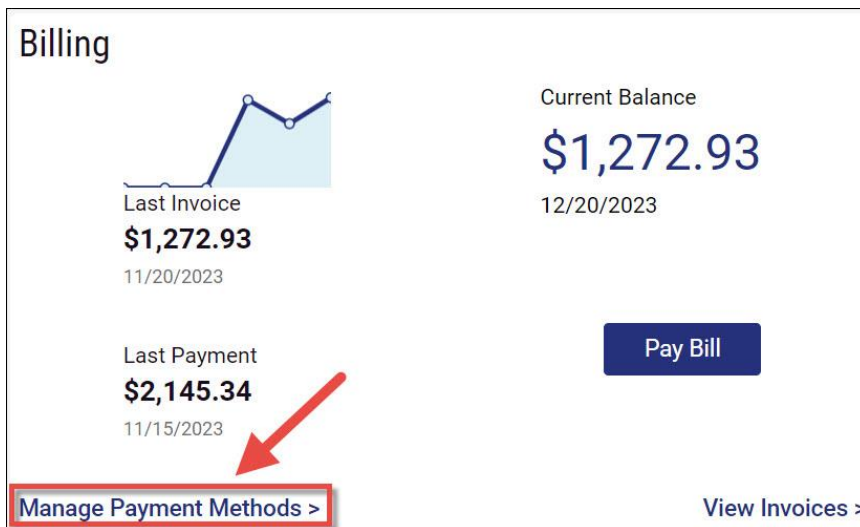
You can select the **Pay Bill** button to make a payment.



The screenshot shows a 'Billing' dashboard. On the left, there is a line graph with three data points. Below the graph, it lists 'Last Invoice' for \$1,272.93 on 11/20/2023 and 'Last Payment' for \$2,145.34 on 11/15/2023. On the right, the 'Current Balance' is \$1,272.93 as of 12/20/2023. A blue 'Pay Bill' button is highlighted with a red border and a hand cursor icon. At the bottom, there are two links: 'Manage Payment Methods >' on the left and 'View Invoices >' on the right.

Selecting the **Manage Payment Methods** link allows you to store Checking: One-Time / Automated ACH and Credit Card information for future payments.

Note: You can use either of these payment options to set up AutoPay.



This screenshot is identical to the one above, showing the 'Billing' dashboard with the current balance of \$1,272.93. In this version, the 'Manage Payment Methods >' link at the bottom left is highlighted with a red border, and a red arrow points to it from the right.

Selecting the **View Invoices** link allows you to view your invoice history including the amount due and each payment with the date and method of payment.

Note: You can download a copy of each invoice.

The screenshot displays a 'Billing' dashboard with the following information:

- Current Balance:** \$1,272.93 (dated 12/20/2023)
- Last Invoice:** \$1,272.93 (dated 11/20/2023)
- Last Payment:** \$2,145.34 (dated 11/15/2023)
- Buttons:** 'Pay Bill' and 'View Invoices >' (the latter is highlighted with a red box and a red arrow).
- Link:** 'Manage Payment Methods >' is located at the bottom left.