



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>

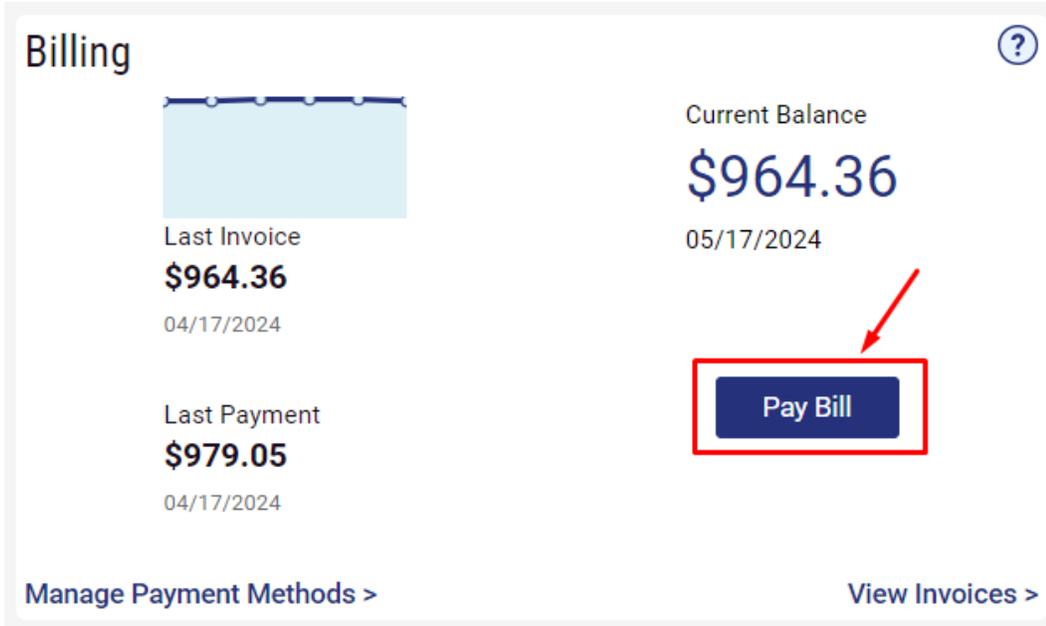
How do I read the Billing tile?

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:

The Billing tile is a rectangular widget with a light gray border. At the top left, it is titled "Billing" in a dark blue font. At the top right, there is a circular help icon containing a question mark. The main content area is divided into several sections. On the right side, there is a "Current Balance" section with a red border, showing a balance of "\$964.36" and a date of "05/17/2024". On the left side, there are two stacked sections, each with a red border: "Last Invoice" showing "\$964.36" and "04/17/2024", and "Last Payment" showing "\$979.05" and "04/17/2024". A blue "Pay Bill" button is located in the center-right area. At the bottom left, there is a link "Manage Payment Methods >" and at the bottom right, a link "View Invoices >".

Category	Amount	Date
Current Balance	\$964.36	05/17/2024
Last Invoice	\$964.36	04/17/2024
Last Payment	\$979.05	04/17/2024

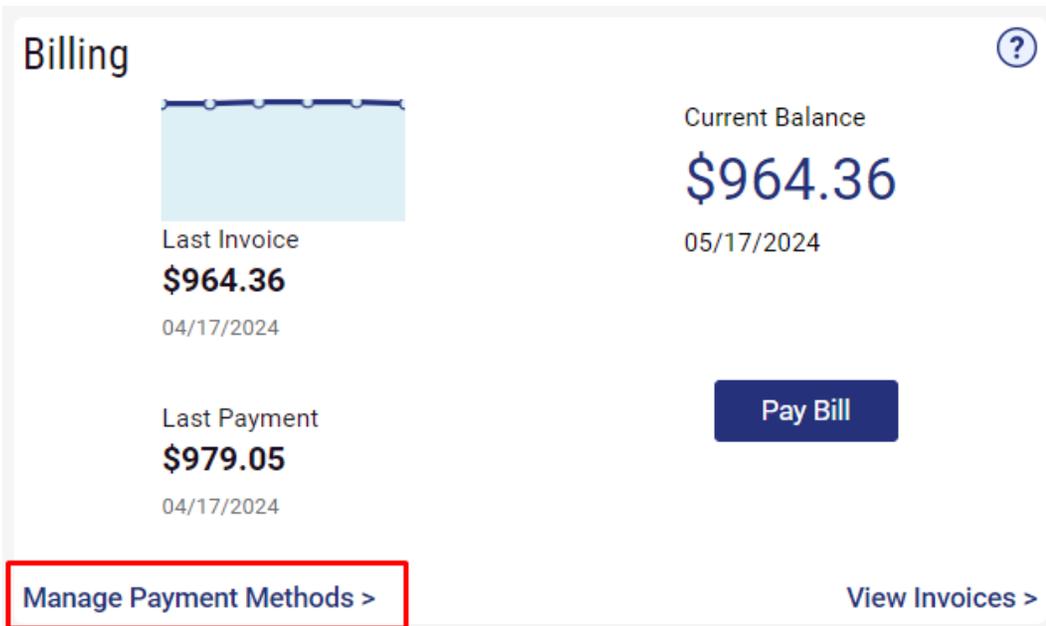
You can select the **Pay Bill** button to make a payment:



The screenshot shows a 'Billing' dashboard. On the left, there is a light blue box representing a missing image. Below it, the text reads: 'Last Invoice \$964.36 04/17/2024' and 'Last Payment \$979.05 04/17/2024'. On the right, the text reads: 'Current Balance \$964.36 05/17/2024'. A red arrow points to a blue 'Pay Bill' button, which is enclosed in a red rectangular box. At the bottom left is the link 'Manage Payment Methods >' and at the bottom right is 'View Invoices >'. A help icon (?) is in the top right corner.

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

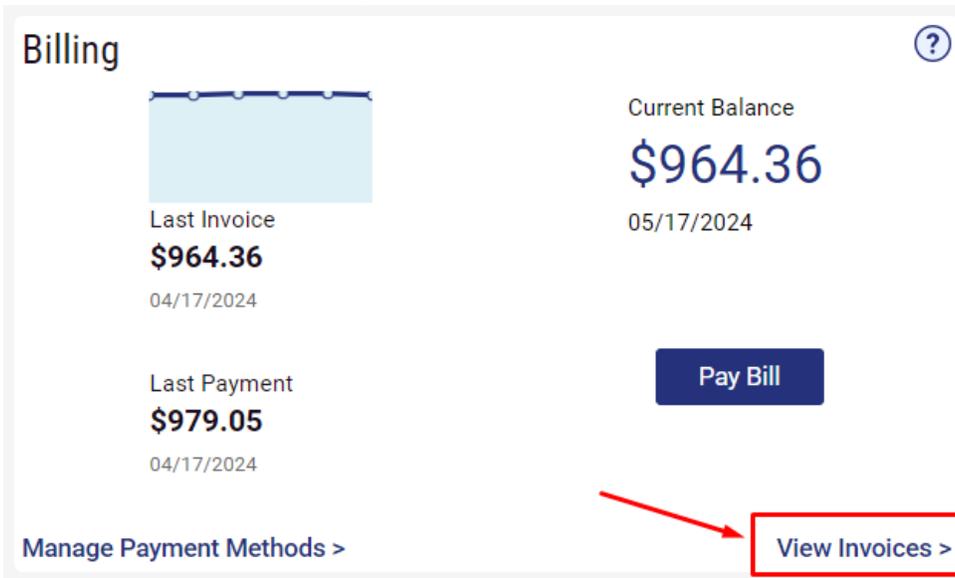
Note: You can use either of these payment options to set up AutoPay.



This screenshot is identical to the one above, showing the 'Billing' dashboard with the same invoice and payment information, current balance, and 'Pay Bill' button. However, in this version, the 'Manage Payment Methods >' link at the bottom left is highlighted with a red rectangular box, and the 'Pay Bill' button is no longer highlighted.

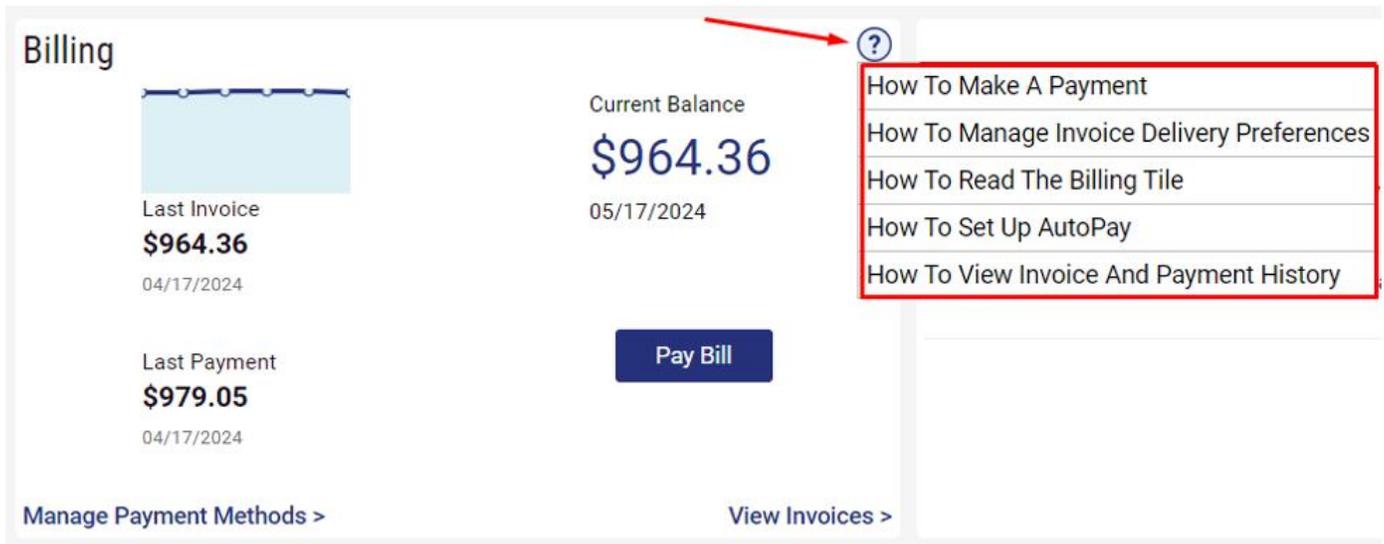
Selecting the **View Invoices** link allows you to view your invoice history including the amount due and each payment with the date and method of payment.

Note: You can download a copy of each invoice.



The screenshot shows a 'Billing' dashboard. On the left, there's a light blue box with a bar chart. Below it, 'Last Invoice' is \$964.36 dated 04/17/2024, and 'Last Payment' is \$979.05 dated 04/17/2024. On the right, 'Current Balance' is \$964.36 dated 05/17/2024. A 'Pay Bill' button is in the center. At the bottom left is 'Manage Payment Methods >' and at the bottom right is 'View Invoices >', which is highlighted with a red box and a red arrow pointing to it from the left.

You can click the **Help (?) icon** (top right corner), to access helpful "How To" links to PDF User Guides which also provide quick clip video(s) for each section of the Tile:



This screenshot is similar to the first one but with the help menu open. A red arrow points to the '?' icon in the top right corner. A red-bordered box contains a list of help topics: 'How To Make A Payment', 'How To Manage Invoice Delivery Preferences', 'How To Read The Billing Tile', 'How To Set Up AutoPay', and 'How To View Invoice And Payment History'. The 'View Invoices >' link at the bottom right is also visible.