



HOW TO VIEW INVOICE AND PAYMENT HISTORY

Fusion Connect Client Portal

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Fusion Connect Client Portal

Resources

Watch a Video:

[How To View Invoice And Payment History](#)

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 view my invoice and payment history?

You can view a historical record of invoices and payments by selecting the **View Invoices** link in the Billing tile.

Corporate Account For Cloud Ser Customer Overview

Sites

Total 8 Down 0 Alarm 0 Off 0 Inactive 0

Site	Account Number
Ashley Palacol	3418205
Billy Fisher	3850266
Billy Fisher LITTLE RIVER	3992460

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Billing

Current Balance
\$346.18

Pay Bill

View Invoices >

Services

Internet (1) Managed Network & Security (1) Unified Communications (6) IT Software & Services (5)

Orders Disconnects

In Progress Completed

In the middle of this page, you will see the Billing History section.

In the Billing History section you can view the Invoice #, Invoice date, Invoice Amount, Amount Due, Most Recent Payment Date, Most Recent Payment Type, and Payment Status.

Billing History						
Invoice #	Invoice date	Invoice Amount	Amount Due	Most Recent Payment Date	Most Recent Payment Type	Payment Status
9788152	11/20/2023	1272.93	1272.93			Unpaid
9770092	10/19/2023	906.17	0.00	11/15/2023	CHECK	Paid
9757199	09/20/2023	1239.17	0.00			Paid

You can view and download an invoice by clicking on the Invoice #.

Billing History						
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9757199	09/20/2023	1239.17	0.00			Paid

If you would like to export the Billing History information, select the **three-dot menu**, and choose the file format you would prefer for the export.

Note: The Billing History can be exported as a CSV, PDF, or XLSX file.

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 Export to CSV
 Export to PDF
 Export to XLSX

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