Quick Start Guide to
Verizon Enterprise Center Billing Functions

Note: This Guide is for conferencing enterprise account level users. Leader level users should see the *Guide to the Verizon Enterprise Center for Conferencing Leader-View Users.*

Verizon Enterprise Marketing
July, 2014

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Introduction

- Verizon upgraded conferencing billing in July 2014, delivering expanded online functionality and paper invoices in a new format.
- At the same time, Verizon transitioned functionality in the conferencing Online Invoice Presentation portal (OLIP) to the Verizon Enterprise Center:
  - Invoices generated after 22 July 2014 will not be available in OLIP.
  - OLIP will remain available until mid 2015, but will not contain any invoices produced after the transition.
- With this change, Verizon Enterprise Center becomes your one-stop portal for billing and reporting for all services, providing:
  - An interactive online bill with both summary views and drill downs to detail for each leader and individual conference.
  - PDF Images of paper invoices.
  - Downloadable conferencing detail files.
  - Billing analysis and reporting.
  - Optional online payment functionality (U.S. accounts only).

Verizon Enterprise Center Conferencing User Privileges

- Verizon Enterprise Center provides different user privileges to meet conferencing customers' needs for secure information.
- Full user privileges:
  - Applicable to users who receive complete remit invoices.
  - Full users can perform these billing functions on accounts they are authorized to view:
    - Navigate an interactive online invoice, viewing charges for all leaders included in the invoice.
    - View, download, and print images of paper invoices.
    - Download conferencing detail files containing all charges on authorized accounts.
    - Generate billing reports that include all leaders billed on authorized accounts.
    - Make online payments.
- Limited leader-level user privileges:
  - Applicable to conferencing leaders whose charges are included on the same invoice as other leaders' charges.
  - Capabilities are limited to generating reports that include information on that one leader's conferences.
- This presentation covers full user privileges; if you have limited privileges, see the *Guide to Verizon Enterprise Center for Conferencing Leader View Users*.

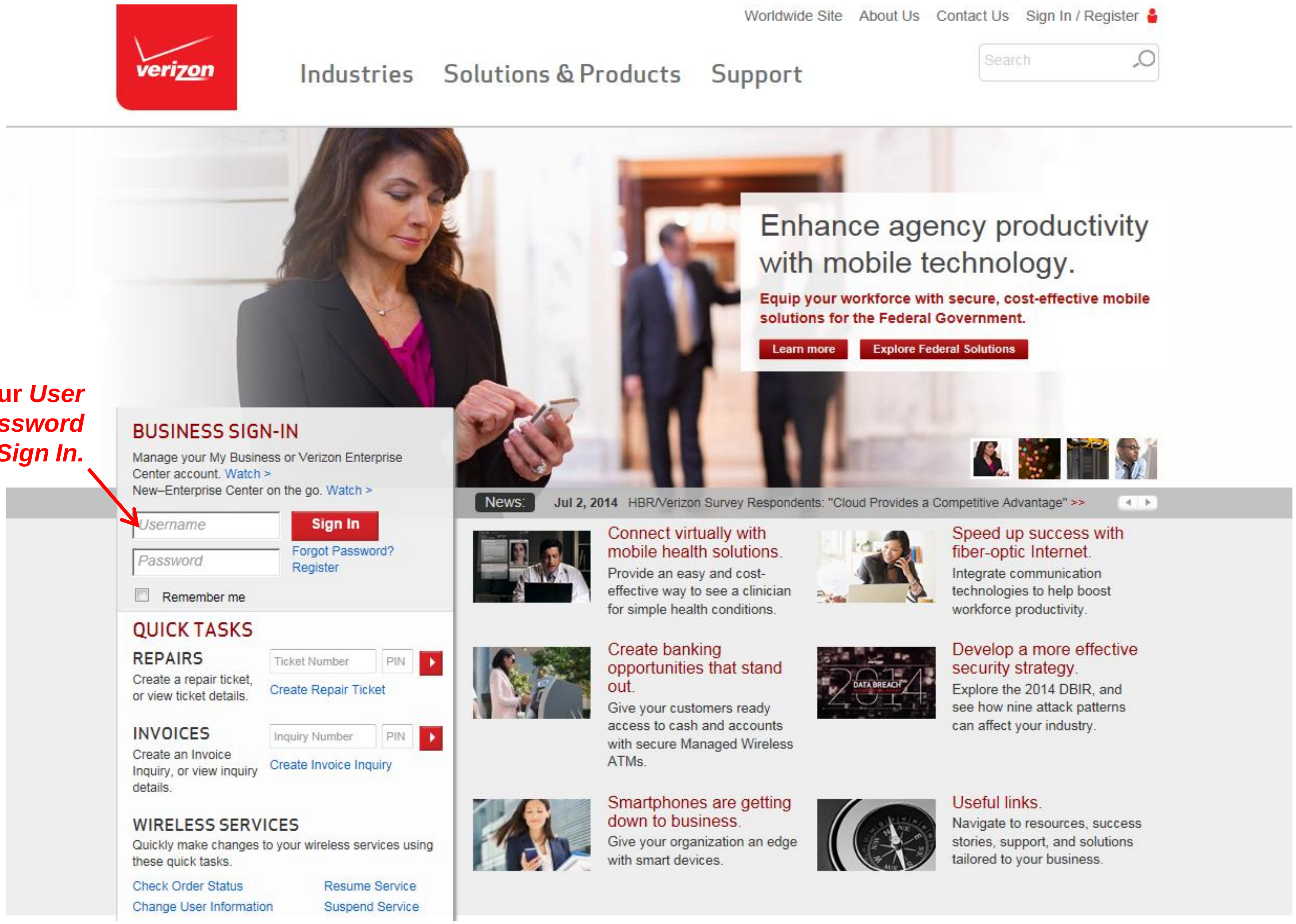
Registering for the Verizon Enterprise Center

- You must have a Verizon Enterprise Center user ID and password and must be authorized to view your account(s).
- The registration process varies depending on your previous use of conferencing Online Invoice Presentation (OLIP) and the Verizon Enterprise Center:
  - OLIP user:
    - If you received an email from Verizon in July providing pre-registration instructions, follow those directions to establish user privileges equivalent to your OLIP privileges.
    - If you did not receive a pre-registration email or deleted it without taking action, follow the instructions below for non-OLIP users.
  - Not an OLIP user, but used Verizon Enterprise Center to view your conferencing invoice:
    - No action is needed; you will automatically be granted access to your new conferencing bill and conferencing reporting.
  - Neither an OLIP nor a Verizon Enterprise Center user:
    - If you have access to a conferencing paper invoice in the new format, follow the instructions under *Manage Your Account Online* on pages 1-2 to self register.
- If your situation does not match any of these scenarios, contact Conferencing Customer Relations at customerrelations@mymeetings.com for assistance.

Signing on to the Verizon Enterprise Center

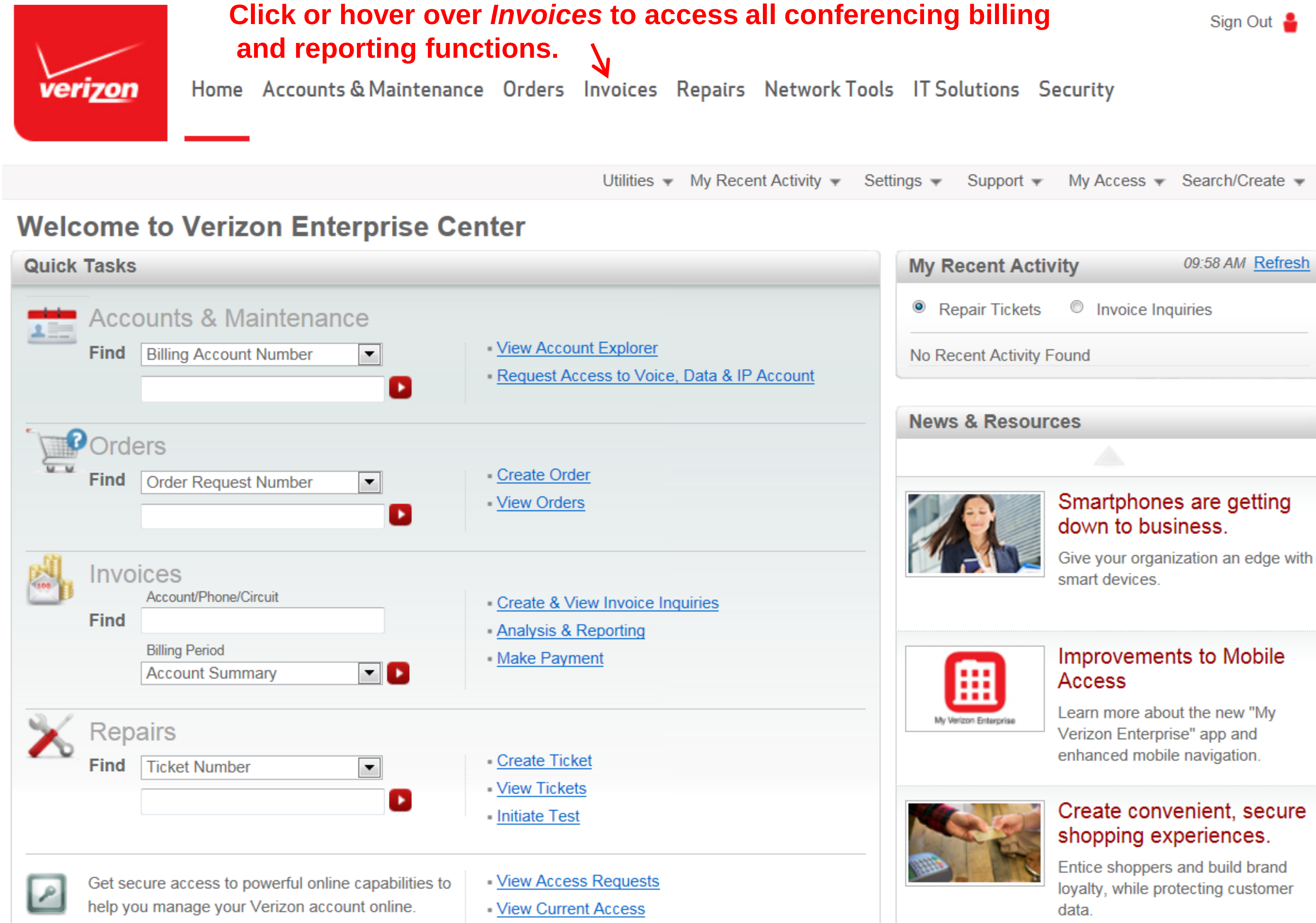
Go to http://www.verizonenterprise.com to sign onto the Verizon Enterprise Center.

Enter your *User ID* and *Password* and click *Sign In.*



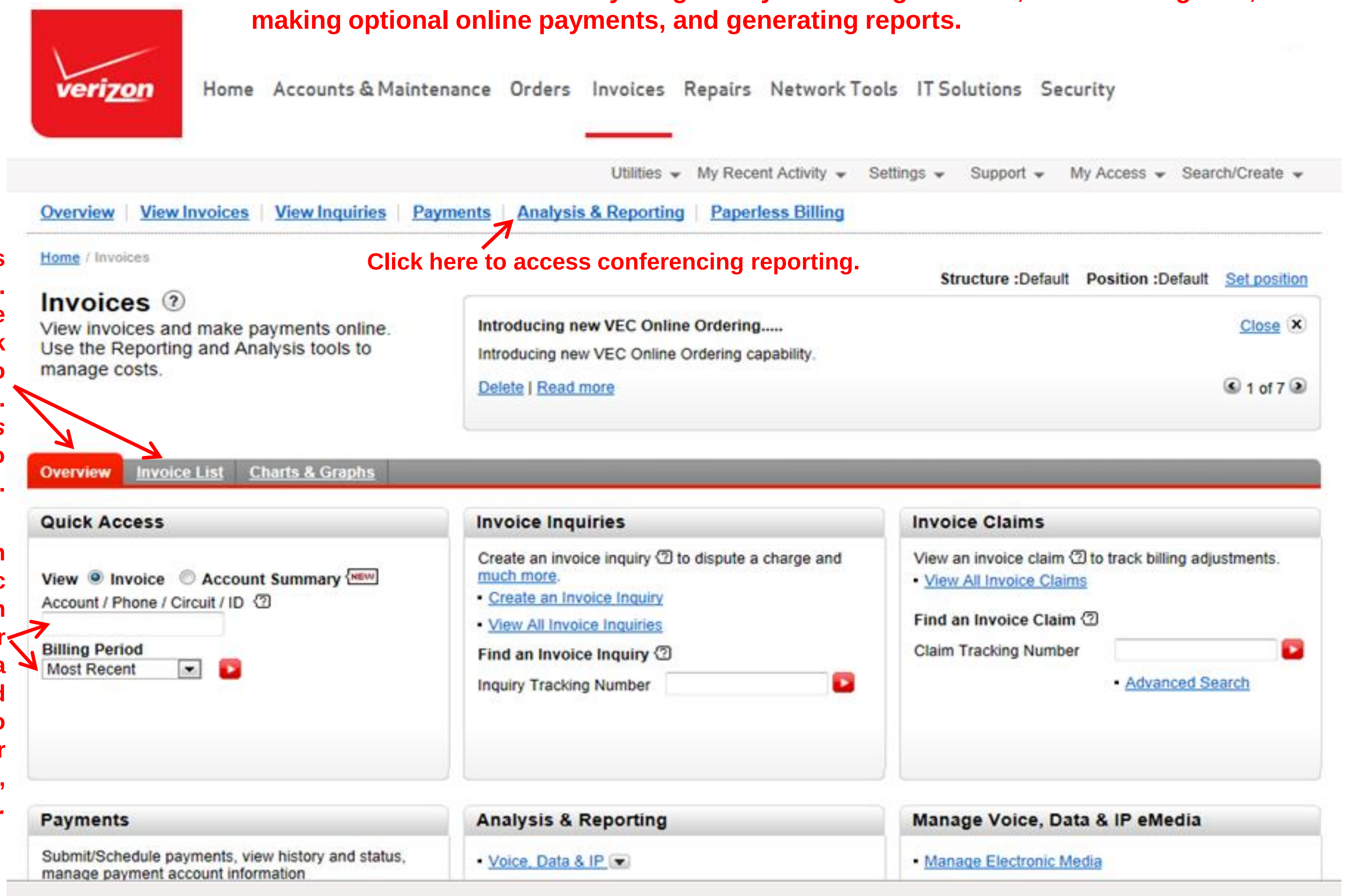
Verizon Enterprise Center Home Screen

Click or hover over *Invoices* to access all conferencing billing and reporting functions.



Invoices Home Screen: Overview

The *Invoices* home screen is your gateway to viewing invoices, downloading files, making optional online payments, and generating reports.



Click here to access conferencing reporting.

This screen has multiple views. This image is the *Overview*. Click *Invoice List* to select accounts. *Charts & Graphs* does not apply to conferencing.

For a quick path to a specific invoice enter an account number and select a billing period here. If you do not know your account number, click *Invoice List*.

Invoices Home Screen: Invoice List View

Clicking *Invoice List* on the *Invoices* home screen opens a list of all accounts you are authorized to view. You can skip this screen and open a specific invoice by entering an account number on the *Overview* tab. (See preceding page.)

Invoices

View invoices and make payments online. Use the Reporting and Analysis tools to manage costs.

Introducing new VEC Online Ordering..... Close

Introducing new VEC Online Ordering capability.

Delete | Read more 1 of 7

Overview | Invoice List | Charts & Graphs

View: All | List of Accounts for Invoice Date: Most Recent | Invoice Type: All

The *Invoice List* defaults to invoices in the past 30 days. Use the dropdown to select *Most Recent* or a specific date. After selecting, click the red arrow to reset the screen.

Filter | Sort | Download | Legend

Click any account number to open the online bill view for that account.

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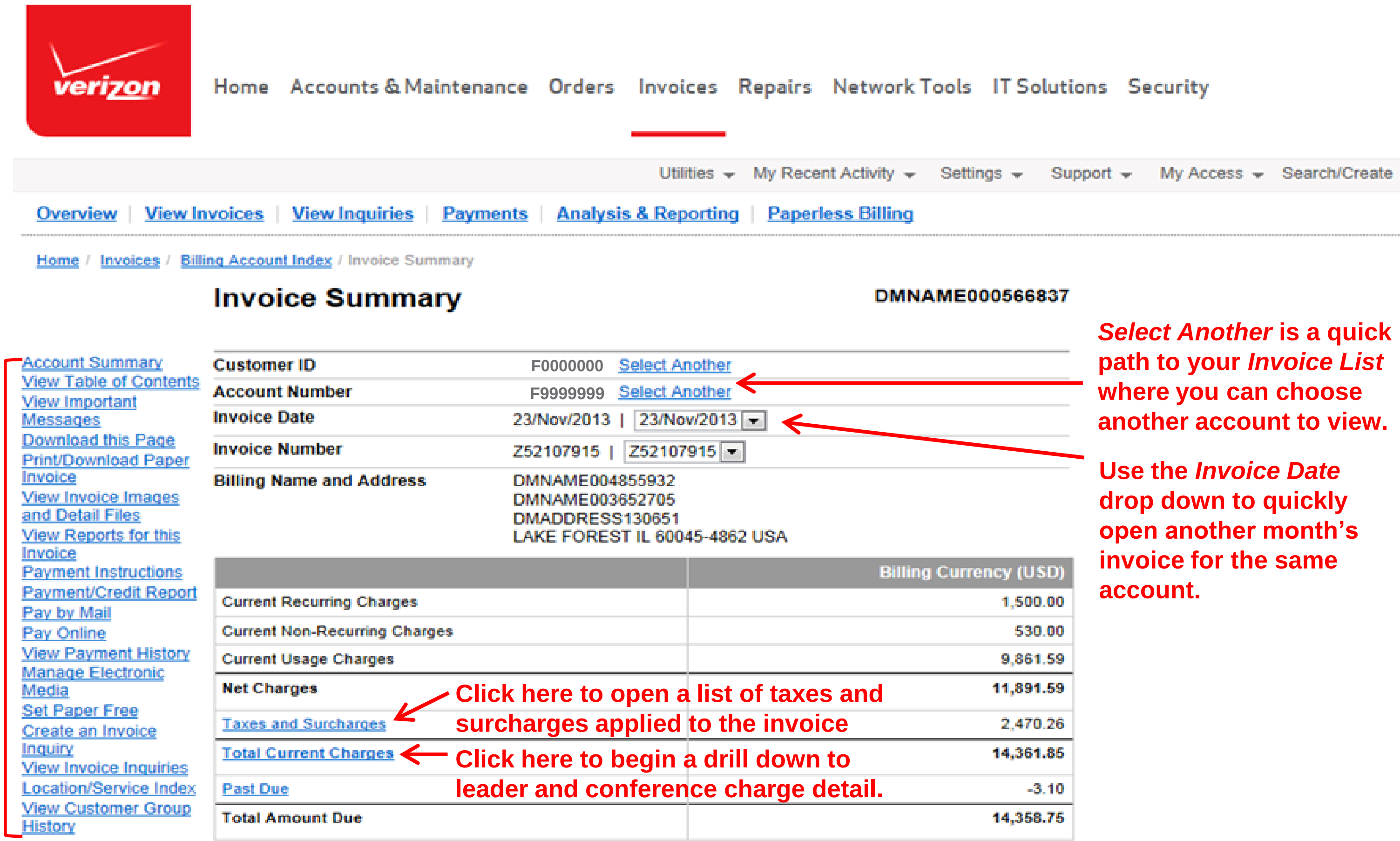
Quick Access	Corp/Group	Paper Status	Account Number	Account Name	Billing City	Billing State	GBR/GCP Number	Invoice Number	Invoice Date	Previous Charges	Current Charges	Currency
	F9999999		F0000000	DMNAME003652705	LAKE FOREST	IL		Z52107915	11/23/2013	7,222.11	14,361.85	USD
	F9999999		F0000000	DMNAME011405671	DENVER	CO		Z52107923	11/23/2013	1,849.15	58.77	USD
	F9999999		F0000000	DMNAME011406073	WHEELING	IL		Z52107942	11/23/2013	1,338.34	136.73	USD
	F9999999		F0000000	DMNAME011406103	BENTON HARBOR	MI		Z52107916	11/23/2013	1,467.20	624.35	USD
	F9999999		F0000000	DMNAME011406146	OCALA	FL		Z52188931A	11/23/2013	0.00	0.00	USD
	F9999999		F0000000	DMNAME011405844	OCALA	FL		Z52107925	11/23/2013	0.00	736.53	USD
	F9999999		F0000000	DMNAME011406536	LAKE BLUFF	IL		Z52107943	11/23/2013	3,327.74	915.97	USD
	F9999999		F0000000	DMNAME011406713	VANCOUVER	WA		Z52107917	11/23/2013	0.00	196.39	USD
	F9999999		F0000000	DMNAME011406871	ROCHESTER	IA		Z52107924	11/23/2013	144.20	642.58	USD
	F9999999		F0000000	DMNAME011406479	LAKE FOREST	CA		Z52107926	11/23/2013	284.89	343.83	USD

Interactive Online Bill:
Invoice Summary Screen

Selecting an account from the *Invoices* home screen – either by clicking an account on the *Invoice List* or entering an account number on the *Overview* - opens the interactive online bill view to the *Invoice Summary* screen. This screen summarizes total billed charges and includes convenient hyperlinks to enable you to drill down to details for each leader and conference. Navigation links at the left provide quick access to related billing functions.



Use these links to access related functions. *View Invoice Images and Detail Files* and *View Reports for this Invoice* are especially useful to conferencing customers. Links vary by country; this image is U.S.

***Select Another* is a quick path to your *Invoice List* where you can choose another account to view.**

Use the *Invoice Date* drop down to quickly open another month's invoice for the same account.

Click here to open a list of taxes and surcharges applied to the invoice

Click here to begin a drill down to leader and conference charge detail.

Interactive Online Bill:
Location/Service Index

The *Location/Service Index* summarizes charges by conferencing leader and product (Audio, Video, or Net conferencing). Each product instance is a hyperlink to details about that individual leader's conferences.

Location/Service Index

View Table of Contents
Create an Invoice Inquiry
View Reports for this Invoice

Customer ID	F0000000 | Select Another
Account Number	F0000099 | Select Another
Invoice Date	23/Nov/2013 | 23/Nov/2013
Invoice Number	Z52107915

You can open Analysis & Reporting from any bill screen.

Download

Click a product to open a screen itemizing the leader's conferences

Sorted by ID | Sorted by Solution/Service

Showing 1 to 10 of 205

Leader ID

Leader Name

Leader's city, state, and country

ID	Name	Address	Solution/Service	Solution/Service ID	Amount	Discounts & Promotions	Taxes and Surcharges
CONF0000000.99999999	DMNAME011444518	DMADDRESS130762 LAKE BLUFF, IL 60044-2252 USA	Audio Conferencing		0.00		
CONF0000000.99999999	DMNAME011509975	DMADDRESS130672 LAKE FOREST, IL 60045-4862 USA	Audio Conferencing		0.00		
CONF0000000.99999999	DMNAME011441020	DMADDRESS130746 LITTLETON, CO 80123-2334 USA	Audio Conferencing		32.21		7.87
CONF0000000.99999999	DMNAME011345460	DMADDRESS130719 30719 MAIN STREET SHANGHAI, CI 200050 China	Audio Conferencing		36.09		
CONF0000000.99999999	DMNAME011457623	DMADDRESS130806 30806 MAIN STREET NORTHBROOK, IL 60062-2766 USA	Audio Conferencing		2.12		0.86
CONF0000000.99999999	DMNAME005025471	DMADDRESS130749 VANCOUVER, WA 98684-0818 USA	Audio Conferencing		0.00		
CONF0000000.99999999	DMNAME011468623	DMADDRESS130741 VANCOUVER, WA 98684-0818 USA	Audio Conferencing		28.62		9.82
			Net Conferencing		17.40		2.59
CONF0000000.99999999	DMNAME012424621	DMADDRESS130704 GAINESVILLE, GA	Audio Conferencing		0.00		

Interactive Online Bill:
Conferencing Charge Summary Screen

Clicking a product on the *Location/Service Index* opens a screen itemizing that leader's conferences. Each confirmation number is a hyperlink to open details about one specific conference. The example below is Audio Conferencing; Net and Video Conferencing have similar screens.

Overview | View Invoices | View Inquiries | Payments | Analysis & Reporting | Paperless Billing

Home / Invoices / Billing Account Index / Invoice Summary / Location/Service Index

Audio Conferencing

View Table of Contents
Create an Invoice Inquiry
View Reports for this Invoice
Download Conferencing Detail
Download Tax Detail
Download Product Detail

Customer ID	F0000000 | Select Another
Account Number	F9999999 | Select Another
Invoice Date	23/Nov/2013 | 23/Nov/2013
Invoice Number	Z52107915
ID	CONF9999999.00000000 | Select Another
Leader Name and Address	DMNAME011468623 DMADDRESS130741 VANCOUVER, WA 98684-0818 USA

Click *Select Another* in the ID field to return to the *Location/Service Index* where you can choose another leader.

Filter Sort Download

Click any underlined column heading to sort conferences by that column. Examples: click *Conference Date* to sort by date, or click any charge column to sort by amount.

Conferencing Charges | Taxes and Surcharges

Confirmation Number	Conference Date	Customer Reference	Service Level	Participants	Minutes	Exchange Rate	Usage Charges	Feature Charges	Discounts and Promotions	Taxes and Surcharges
IF7803396	10/Oct/2013	Dept 123	Instant Meeting	0	0		0.00	0.00		
IF7803397	30/Oct/2013	Dept 123	Instant Meeting	4	174		2.51	0.00		0.85
IF7803398	08/Oct/2013	Dept 123	Instant Meeting	2	124		26.11	0.00		8.97
Total CONF9999999.00000000							28.62	0.00		9.82

Click any confirmation number to open details for a specific conference.

Interactive Online Bill:
Conference Detail Screen

Clicking a confirmation number on the *Audio Conferencing Charge Summary* screen opens details for that specific conference. The Audio Conferencing detail screen has three tabs: *Features*, *Usage*, and *Usage by Access Type*. The view below is the *Usage* tab.

Audio Conferencing

View Table of Contents
Create an Invoice Inquiry
View Reports for this Invoice
Download Conferencing Detail

Click *Download Conferencing Detail* to export a file of individual participant charge detail.

Customer ID	F0000000 | Select Another
Account Number	F9999999 | Select Another
Invoice Date	23/Nov/2013 | 23/Nov/2013
Invoice Number	Z52107915
ID	CONF9999999.00000000 | Select Another
Leader Name and Address	DMNAME011468623 DMADDRESS130741 VANCOUVER, WA 98684-0818 USA
Confirmation Number	IF7803398 | Select Another
Customer Reference	Dept 123
Conference Date	08/Oct/2013
Conference Time	8:01 PM
Participants	2
Minutes	124
Service Level	Instant Meeting
Total	35.08 USD

The Confirmation Number you clicked on the preceding screen appears here. Click *Select Another* to return to the previous screen to choose another conference.

Download

Audio and Net Conferencing detail screens have different views of charge detail. This is the Usage view. Click a tab to open another view.

Features | Usage | Usage by Access Type

Description	Connect Date	Connect Time	Dialed to Country	Dialed to Number	Dialed from Number	Minutes	Exchange Rate	Amount	Discounts and Promotions	Taxes and Surcharges	
Instant Meeting Toll Free Meet Me Conference	08/Oct/2013	8:01 PM	CHINA	999999999999	9999999999999	68		25.30		8.69	
Instant Meeting Toll Free Meet Me Conference	08/Oct/2013	8:13 PM	USA	9999999999	9999999999	56		0.81		0.28	
Total Usage								26.11		8.97	35.(

Invoice Images and Detail Files:
Selection Screen

Clicking the *View Invoice Images and Detail Files* link on the *Invoice Summary* screen (see page 10) opens the *Select Historical* screen, which is your path to three types of information:

1. ***Invoices*** **- view, print and download PDF images of paper invoices**
2. ***Conferencing Detail Records*** **- download and export a file of all conferences**
3. ***Invoice Detail Records*** **- download and export a file of all charges on an invoice (available only with Europe and Asia-Pacific invoices).**

Click a plus sign to open a list of available invoice months. This example shows the expanded *Invoices* view.

Selecting an invoice month at the left opens a list of invoices dated any day of the selected month in the pane at the right.

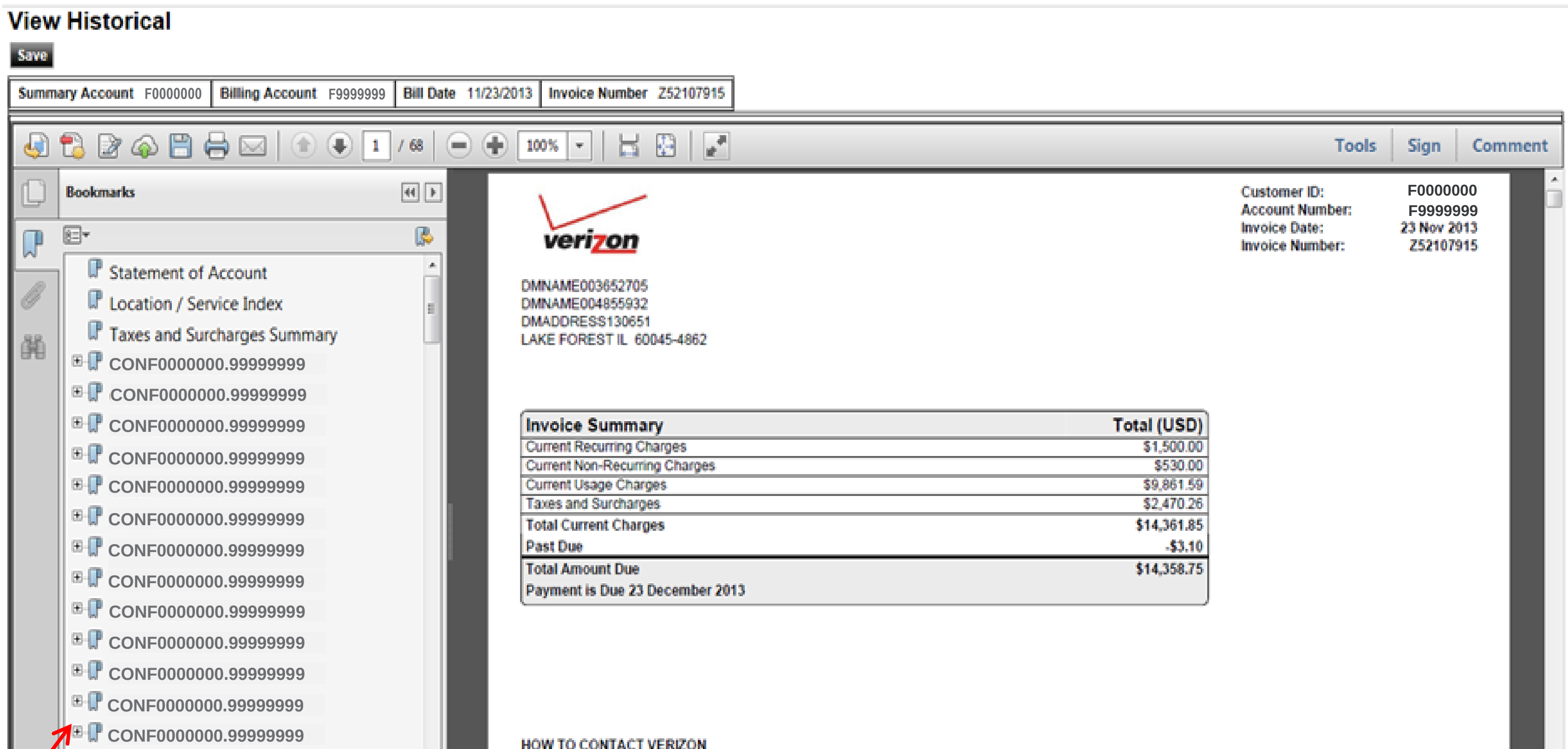
Check *Enable Multi Select* to download files that span multiple invoices.

Click *Download* to export the invoice image or file to your personal computer.

Click *View* to open a PDF invoice image in this pane.

Invoice Images and Detail Files:
PDF Image of Paper Invoice

Clicking *View* for a specific invoice on the *Select Historical* screen opens a PDF view of a paper invoice in the right-hand pane. Scroll through the invoice pages, or use the bookmarks at the left to move to specific pages.



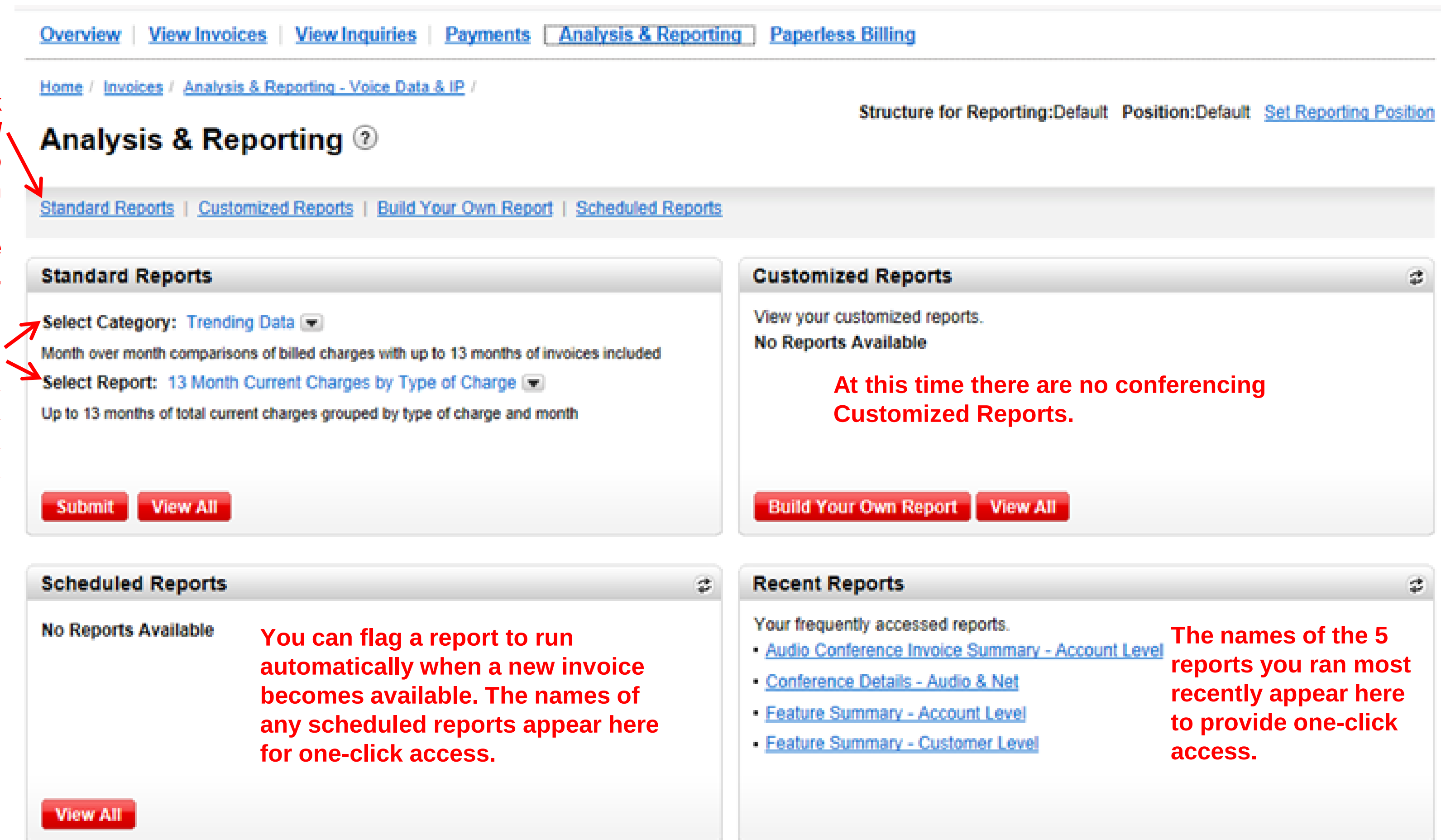
Each leader ID is a bookmark. Click the plus sign to open bookmarks that take you to detail for each leader's charges.

Conferencing Reporting:
Analysis & Reporting Home Screen

You may find that the interactive bill view described on the previous pages provides sufficient information; if not you can choose from over 30 conferencing reports in 6 categories from the *Standard Reports* section of the *Analysis & Reporting* home screen.

Click *Standard Reports* to select from a list of all available reports.

You can also use the *Select Category* and *Select Report* dropdowns to choose a report.



At this time there are no conferencing Customized Reports.

You can flag a report to run automatically when a new invoice becomes available. The names of any scheduled reports appear here for one-click access.

The names of the 5 reports you ran most recently appear here to provide one-click access.

Conferencing Reporting:
Standard Report Selection Screen

Clicking *Standard Reports* on the *Analysis & Reporting* home screen opens a list of all available reports. Use the *Category* drop down to limit the list of reports to a specific conferencing category. The example below shows the screen with the *Conferencing – Downloadable Reports* category selected.

Analysis & Reporting

Standard Reports | Customized Reports | Build Your Own Report | Scheduled Reports

Standard Reports

The default is all categories. Click the down arrow and select a category to limit the list to reports in a single category.

Category: Conferencing - Downloadable Reports

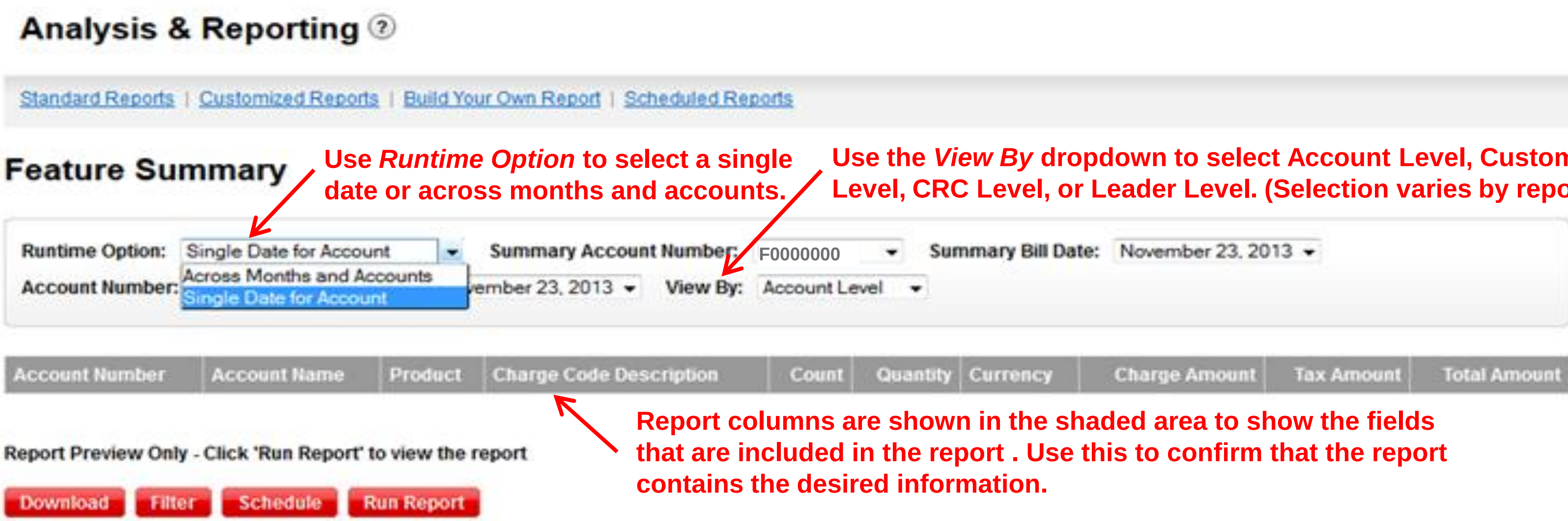
Filter | Sort | Download

Click a Report Name to run a specific report.

Report Category	Report Name	Report Description
Conferencing - Downloadable Reports	Connection Details Download File - Enhanced	A pre-formatted downloadable CSV file of Audio and or Net Conferencing usage , which includes summary charge information for a select billing period at the conference, leader, and feature level, along with individual conference details.
Conferencing - Downloadable Reports	Connection Details Download File - Standard	A pre-formatted downloadable CSV file of Audio and or Net Conferencing usage , which includes summary charge information for a select billing period at the conference leader and feature level.
Conferencing - Downloadable Reports	Invoice Detail Feed	This report is a summary of all invoiced activity for a given billing account number, for a range of invoice dates. The output is a text file of summarized information per invoice, order number, product line and service code.
Conferencing - Downloadable Reports	Invoice Detail Report	This report contains information on all processed Conferencing orders, invoiced by Billing Account Number. This report will include invoice start date, end date and invoice number.
Conferencing - Downloadable Reports	Order Details Report	This report will display detailed usage for Conferencing orders for a specific time frame and billing account number, as defined by the user.
Conferencing - Downloadable Reports	Order Summary by CRC	This report will display Conferencing usage details by billing account number, including reference codes (if applicable), for a specific invoice date range.
Conferencing - Downloadable Reports	Telemanagement Report	The Telemanagement Activity Report will display telemanagement activity for a specific billing account number, for a specific date range.

Conferencing Reporting:
Report Preview Screen

Clicking a report name on the *Standard Reports Selection* screen opens a preview screen where you can refine the report and confirm that the report's information meets your needs. The example below is the *Feature Summary* report. All reports have a similar preview screen.



Use *Runtime Option* to select a single date or across months and accounts.

Use the *View By* dropdown to select Account Level, Customer Level, CRC Level, or Leader Level. (Selection varies by report.)

Report columns are shown in the shaded area to show the fields that are included in the report . Use this to confirm that the report contains the desired information.

Click *Download* to view and export in file format. Reports with extensive data are best downloaded.

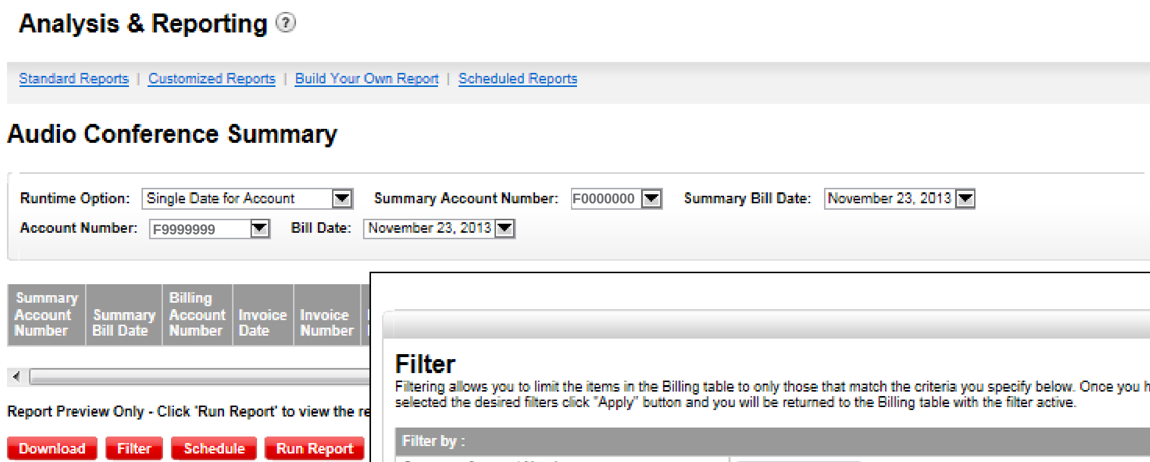
Click *Filter* to limit report content to defined parameters. (See next page.)

Click *Schedule* to flag the report to run automatically when a new invoice drops.

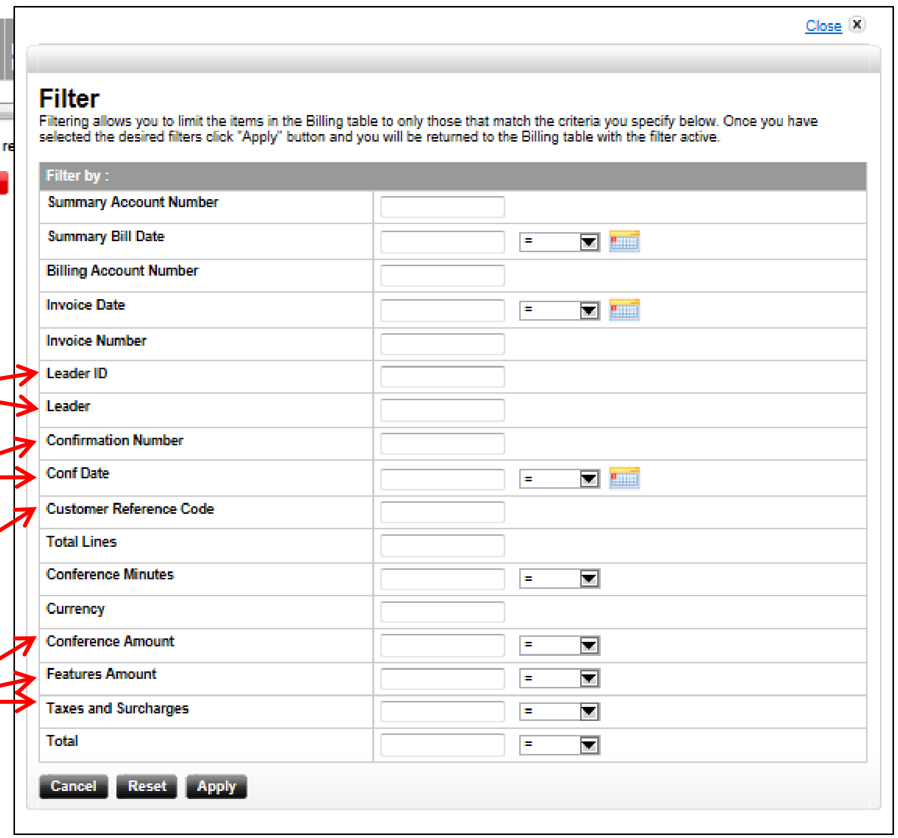
Click *Run Report* to view the report online. You can also download directly from the online view. Very large reports cannot be viewed successfully on line. If your report includes more than 6000 records, a pop-up message will advise you to either filter the report or select download.

Conferencing Reporting:
Filtering a Report

Clicking *Filter* on the Report Preview Screen opens a pop-up showing the fields in the report. Enter field values to define specific filters. Only reports having a large number of fields include filtering. This example is the Audio Conferencing Summary report.



Click *Filter* to open a pop-up screen.



Enter a leader name or leader ID to filter on a specific leader's conferences.

Enter a Confirmation Number or Conference Date to filter on specific conferences.

Enter a Customer Reference Code (CRC) to limit the report to conferences having that CRC.

Enter an amount or range of amounts to filter on conferences having the greatest overall cost, feature costs, highest taxes and surcharges, etc.

Conferencing Reporting:
Online Report View

Clicking ***Run Report*** **from the Report Preview screen opens an online view of the report. The** ***Feature Summary – Account Level*** **example below is just one of over 30 available reports. This report is in table format; other reports include charts and graphs as appropriate. A report containing a large amount of data cannot be viewed online. If you select** ***Run*** **and your report will not display well, a pop up will open advising you to either filter the report or download it.**

Analysis & Reporting

Standard Reports | Customized Reports | Build Your Own Report | Scheduled Reports

Feature Summary - Account Level

Summary Account	F0000000
Summary Bill Date	05/Aug/2013
Billing Account	F9999999
Bill Date	05/Aug/2013

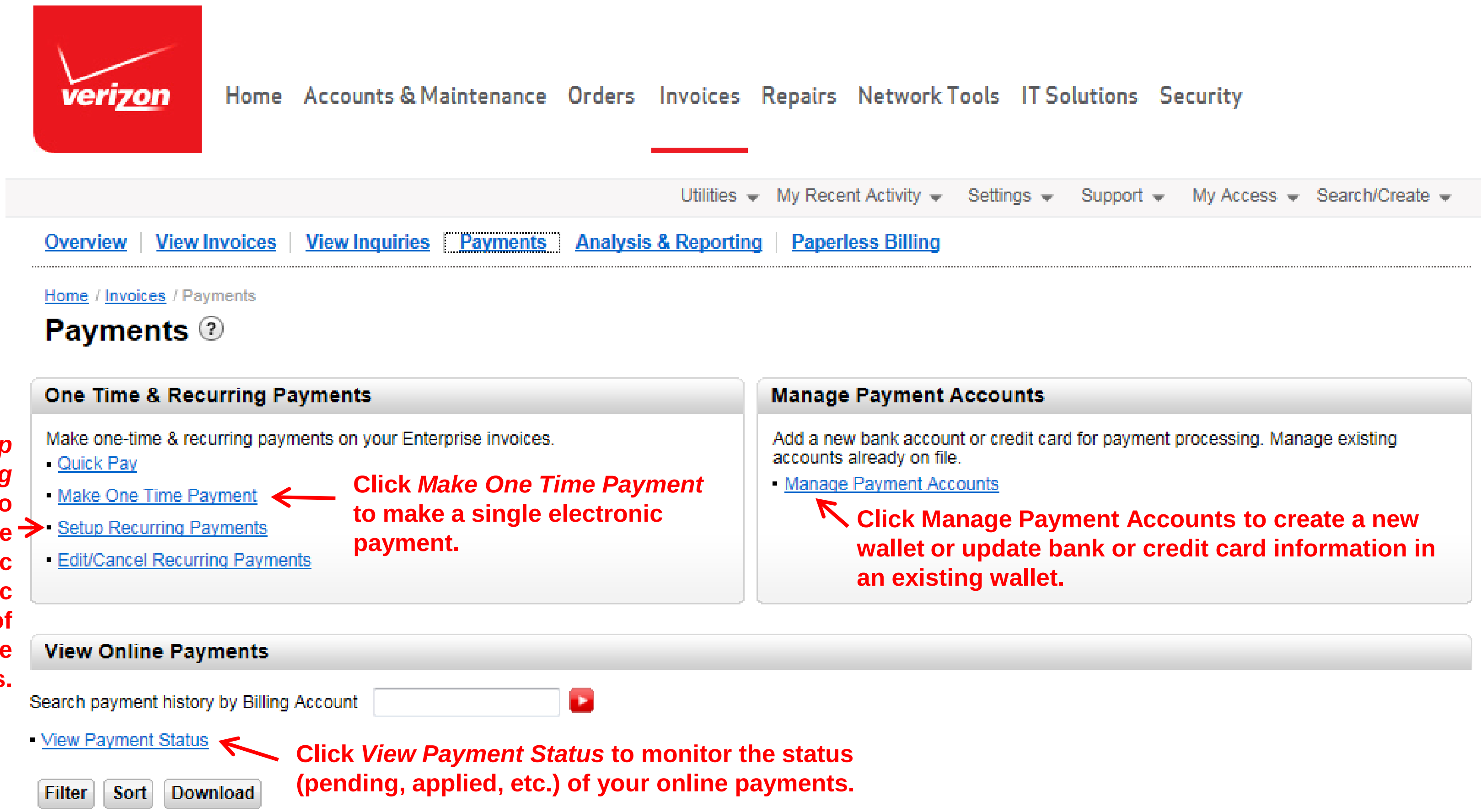
Download

Showing 1 to 7 of 7

Account Number	Account Name	Product	Charge Code Description	Count	Quantity	Currency	Charge Amount	Tax Amount	Total Amount
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-100 Ports	2	0	USD	205.90	52.25	258.15
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-20 Ports	1	0	USD	0.00	0.00	0.00
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-50 Ports	4	0	USD	159.80	40.56	200.36
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Late Cancel Fee	1	0	USD	432.90	109.89	542.79
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Unused Line Charge	2	0	USD	476.00	120.82	596.82
F9999999	**DMACCOUNTLOMGNM40207**	**AUDIO**	**SUB TOTAL**	**10**	**0**	**USD**	**1,274.60**	**323.52**	**1,598.12**
GRAND TOTAL FOR F9999999				**10**	**0**	**USD**	**1,274.60**	**323.52**	**1,598.12**

Paying Your Invoice:
Payments Home Screen

Clicking *Payments* from the *Invoices* home screen opens the *Payments* screen where you can initially set up a "wallet" and after set up, schedule and manage your payments. The *Invoice Summary* screen of your online invoice includes *Pay Online* and *Pay by Mail* links for direct access to payments when viewing an invoice. NOTE: Online payment via the Verizon Enterprise Center is available only with U.S. invoices, and certain U.S. accounts have other means of automated payment.



Click *Setup Recurring Payments* to schedule automatic electronic payment of one or more invoices.

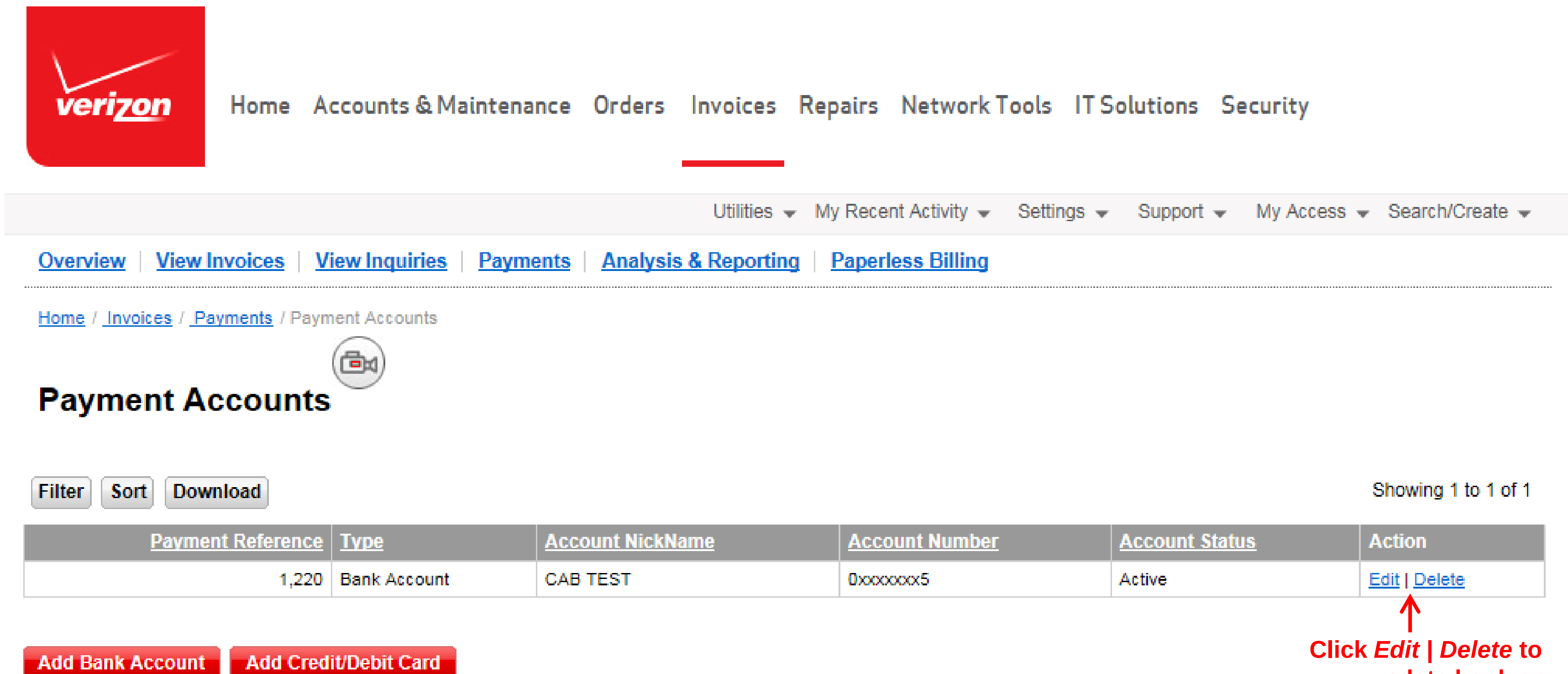
Click *Make One Time Payment* to make a single electronic payment.

Click Manage Payment Accounts to create a new wallet or update bank or credit card information in an existing wallet.

Click *View Payment Status* to monitor the status (pending, applied, etc.) of your online payments.

Paying Your Invoice:
Creating a Payment Account ("Wallet")

To click and pay your accounts in Verizon Enterprise Center, as a one-time process, you must first use the *Payment Accounts* screen to create at least one Payment Account or "wallet" to store your credit card or bank information. If you want to pay with more than one bank account or credit card, you can create as many wallets as needed.



Click *Add Bank Account* to enter bank information to enable you to pay your invoices via electronic funds transfer.

Click *Add Credit/Debit Card* to set up a wallet for credit card payment. Note that one-time payments via credit card may not be available; use a bank account wallet or set up recurring card payments instead.

Click *Edit* | *Delete* to update bank or credit card information, or to delete a wallet.

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Paying Your Invoice:
Making a One-Time Payment

After creating at least one Payment Account ("wallet"), click *Make One-Time Payment* from the *Payments* home screen to open a screen where you select a wallet to fund your payment and an invoice to pay. Selecting an account opens a screen where you indicate a payment amount. NOTE: One-time payments via Verizon Enterprise Center are generally not available using a credit card wallet; use a bank account wallet or set up recurring card payments instead.

Make One Time Payment

If you created multiple Payment Accounts, use this dropdown of nicknames you created to select the Payment Account to be used.

Select Account Type & Payment Account

Account Type Voice, Data & IP **Payment Account Nickname** CAB TEST Manage Payment Accounts

Send additional notification emails to

Filter Sort Download

Showing 1 to 10 of 26

Click the Account Number you would like to pay.

Account Number	Account Name	Billing Zip	Invoice Number	Invoice Date	Invoice Balance	Real Time Balance	Payment Amount	Currency Code
F9999999	DMNAME000616750	68154--801			0.00	0.00	0.00	USD
F9999999	DMNAME011406868	90069--570			0.00	0.00	0.00	USD
F9999999	DMNAME000616774	75219--763			0.00	0.00	0.00	USD
F9999999	DMNAME000614002	27615--299			0.00	0.00	0.00	USD
F9999999	DMNAME000615156	68154--804			0.00	0.00	0.00	USD
F9999999	DMNAME000617516	90069--570			0.00	0.00	0.00	USD
F9999999	DMNAME000617519	90069--570			0.00	0.00	0.00	USD
F9999999	DMNAME012549131	90069--570			0.00	0.00	0.00	USD
F9999999	DMNAME001583679	02109--280			0.00	0.00	0.00	USD
F9999999	DMNAME000617515	10022--591			0.00	0.00	0.00	USD

Paying Your Invoice:
Setting Up Recurring Payments

After creating a Payment Account (see page 22), click *Set Up Recurring Payments* to open a screen where you select accounts to be paid and indicate a day of the month when automatic payments are to be made.

Setup Recurring Payments

If you created multiple Payment Accounts, use this dropdown of nicknames you created to select the Payment Account to be used.

Select Account Type & Payment Account

Account Type Voice, Data & IP **Payment Account Nickname** CAB TEST Manage Payment Accounts

Send additional notification emails to

Filter Sort Download

The list of accounts you are authorized to view is displayed to enable you to choose accounts to be paid automatically.

Showing 1 to 10 of 26

Check the box by each Account Number to select accounts for recurring payment.

Select	Account Number	Account Name	Billing Zip	Last Invoice Date	Payment Day
☐	F0000000	DMNAME000616750	68154--801	11/23/2013	1 of the month
☐	F0000000	DMNAME011406868	90069--570	11/23/2013	1 of the month
☐	F0000000	DMNAME000616774	75219--763	11/23/2013	1 of the month
☐	F0000000	DMNAME000614002	27615--299	11/23/2013	1 of the month
☐	F0000000	DMNAME000615156	68154--804	11/23/2013	1 of the month
☐	F0000000	DMNAME000617516	90069--570	11/23/2013	1 of the month
☐	F0000000	DMNAME000617519	90069--570	11/23/2013	1 of the month
☐	F0000000	DMNAME012549131	90069--570	11/23/2013	1 of the month
☐	F0000000	DMNAME001583679	02109--280	11/23/2013	1 of the month
☐	F0000000	DMNAME000617515	10022--591	11/23/2013	1 of the month

You must indicate a day of the month that payment is to be made. Choose a date later than the invoice date.

Show 10 rows Page 1 of 3 Jump to page 1 Go

Select All Accounts - Reset

After selecting accounts and indicating a payment date, click *Make Payment*. Make Payment

Paying Your Invoice:
Pay by Mail Option

Click *Pay by Mail* in the left-hand navigation links of the *Invoice Summary* screen of your interactive online invoice to open secondary screens where you indicate an amount to pay and print a Remittance Form to enclose with your check. NOTE: Pay by Mail is not available in all countries.

Overview | View Invoices | View Inquiries | Payments | Analysis & Reporting | Paperless Billing

Home / Invoices / Billing Account Index / Invoice Summary

Invoice Summary

DMNAME000566837

- Account Summary
- View Table of Contents
- View Important Messages
- Download this Page
- Print/Download Paper Invoice
- View Invoice Images and Detail Files
- View Reports for this Invoice
- Payment Instructions
- Payment/Credit Report
- Pay by Mail
- Pay Online
- View Payment History
- Manage Electronic Media
- Set Paper Free
- Create an Invoice Inquiry
- View Invoice Inquiries
- Location/Service Index
- View Customer Group History

Click *Pay by Mail* to print a Remittance Form to enclose with your check

Customer ID	F0000000 | Select Another
Account Number	F9999999 | Select Another
Invoice Date	23/Nov/2013 | 23/Nov/2013
Invoice Number	Z52106445 | Z52106445
Billing Name and Address	DMNAME011418553 DMNAME000617515 DMADDRESS146075 DALLAS TX 75201-4612 USA

	Billing Currency (USD)
Current Recurring Charges	559.60
Current Usage Charges	1,293.76
Net Charges	**1,853.36**
Taxes and Surcharges	564.77
Total Current Charges	**2,418.13**
Past Due	9,959.21
Total Amount Due	**12,377.34**

Paying Your Invoice:

Pay by Mail Remittance Form Screens

Remittance Form - Windows Internet Explorer provided by Verizon

Close window

verizon | Enterprise Center

Account Name	Account #	Invoice Date	Invoice #	Amount Due
DMADDRESS146075	F9999999	11/23/2013	Z52106445	$12377.34

Amount Due: $12,377.34

Amount Paid: $12,377.34

Check Number: (optional)

Next

Amount Paid defaults to the Amount Due, but you can enter another amount.

Enter your check number (optional).

Click *Next* to move to the Remittance Form print screen.

Clicking *Pay by Mail* opens secondary screens where you indicate the amount to be paid and print a Remittance Form to enclose with your check.

NOTE: These screen examples are applicable to U.S. invoices. Pay by Mail is not available in all countries, and where available the secondary screens differ by country.

Remittance Form - Windows Internet Explorer provided by Verizon

verizon

Click *Print* to obtain a Remittance Form to enclose with your check.

print

Please return this page with your check to ensure credit.

(send your payment to the remit address specified at bottom of page)

Account Nbr: F9999999

Invoice Nbr: Z52106445 Total Due: $12,377.34 Amount Enclosed: $12,377.34

Check Nbr: 12345

---Fold Here---

Please return this page with your check to ensure credit.

Applying the Information in this Guide

- This Quick Start Guide provides the basic commands conferencing customer use to manage billing functions in the Verizon Enterprise Center:
  - Selecting an account to view.
  - Navigating your interactive online invoice.
  - Viewing, printing, and downloading a PDF image of your paper invoice.
  - Downloading and exporting detail files.
  - Selecting, defining and running conferencing reports.
  - Paying your invoice online (U.S. invoices only).
- Verizon Enterprise Center has more advanced applications that are not be covered in this brief Guide.
- Experiment on your own to grow your skill and knowledge; you cannot accidently delete any information.
- For additional information, including a *Conferencing Reporting Cross Reference Guide* and FAQs, go to https://e-meetings.verizonbusiness.com/yourbill/.