

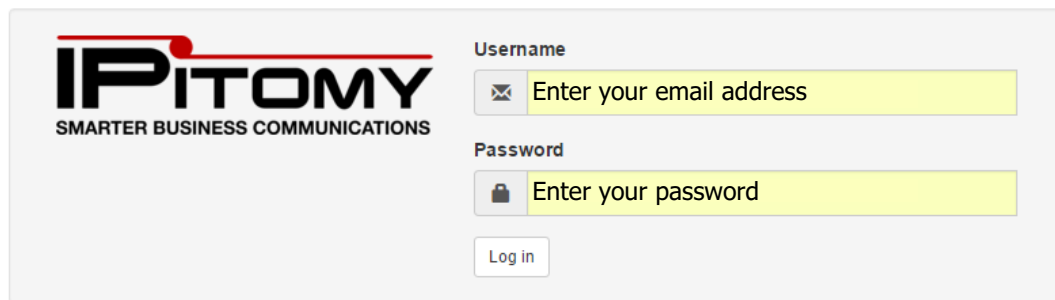
# IPitomy Billing Web Portal

When you first get your IPitomy billing account activated, an email is generated that provides you a link to choose a password. Once you enter in the password, your account is active and accessible from IPitomy's billing Web Portal at this link:

<http://portal-ipitomy.smartbilling.ca>

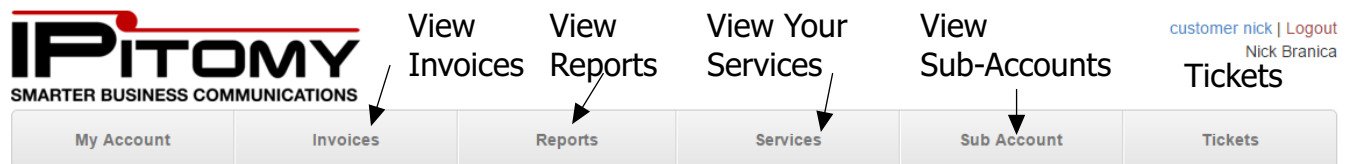
When you applied for your account, you provided an email address for invoicing and billing. This is the email address used to log into your account once you have established a password. Don't worry, you can have more than one user with access to the portal.

## Log in screen:



The login screen features the IPitomy logo (SMARTER BUSINESS COMMUNICATIONS) on the left. On the right, there are two input fields: 'Username' with an email icon and 'Password' with a lock icon. Both fields are highlighted in yellow and contain the placeholder text 'Enter your email address' and 'Enter your password' respectively. Below these fields is a 'Log in' button.

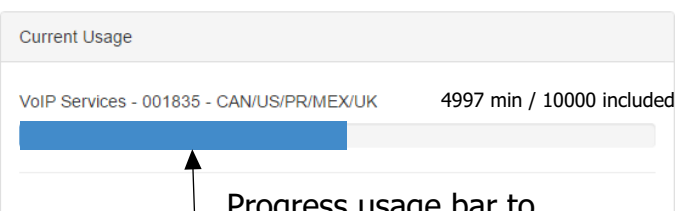
Once logged into the portal, you see the "My Account screen.



The navigation bar includes the IPitomy logo on the left. To its right are links: 'View Invoices', 'View Reports', 'View Your Services', 'View Sub-Accounts', and 'Tickets'. On the far right, it says 'customer nick | Logout' and 'Nick Branica'. Below these links is a row of buttons: 'My Account', 'Invoices', 'Reports', 'Services', 'Sub Account', and 'Tickets'. Arrows point from the 'View' links to their respective buttons.

## My Account

Account Information	
Account #	C123456
Account Name	Your Name
Billing Address	111 High St San Francisco, CA 94114
Representative	Bill Smith



Payment Information	
Current Balance	Pay with credit Card
Due Amount	\$403.99
Last Month	
Past due amount	(\$97.23)
Current Month	
Invoice (2016-02-01)	\$97.23
Billing cycle	To avoid any late payment charges, please ensure that your payment is received no later than <b>2016-03-02</b> .
Payment method	Setup Recurring Charge on Credit Card
Manual payment.	Sign-up for automatic payment

**Make a payment**

### Using A Credit card for Payment

Paying your bill by credit card is easy. Simply select the Make a payment option and add your credit card information. Make sure your billing address matches the billing address on the credit card.

At the bottom of the page, there is a check box for signing up for auto pay. if you select this option, each month, we will automatically request that Authorize.Net use this credit card to pay your bill.. At no time is this credit card information ever stored in our database. This information is securely stored in the Authorize.net database. This section can be used to change credit cards while making a payment.

**Sign-up for automatic payment**

To sign up for automatic payments without making a payment, choose the Sign-up for automatic payment button. This may also be used to change credit card numbers when no payment is due.

## Make a payment

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<b>Payment Amount</b>	<input type="text" value="403.99"/>	The invoice amount will automatically be added here
Your current balance is \$403.99		

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**Credit Card Information**

<b>Name</b>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<b>Credit Card</b>	<input type="text" value="Type"/>	<input type="text" value="Card number"/>
<b>Expiry</b>	<input type="text" value="Month"/>	<input type="text" value="Year"/>
<b>Card Security Code</b>	<input type="text"/>	

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**Address**

<b>Address Line 1</b>	<input type="text"/>
<b>Address Line 2</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>Country / State</b>	<input type="text"/>
<b>Zip</b>	<input type="text"/>

☐ Sign-up for automatic payment

Click here for automatic payment

When you are finished, click make a payment

While on the My Account screen, You have access to the payment gateway to pay by credit card. if you prefer, you can use the convenient "Sign up for automatic payment" button. This will charge your credit card automatically each month.

**View Invoices**

By selecting the "View Invoices tab, a list of all invoices are available to view or download.

Invoices

Invoice Date	Customer #	Customer Name	Total	Balance	Download
2016-02-01	C123456	Your Name	\$97.23	\$97.23	<a href="#">Invoice</a>
2016-01-01	C123456	Your Name	\$96.40	\$96.40	<a href="#">Invoice</a>
2015-12-01	C123456	Your Name	\$211.36	\$210.36	<a href="#">Invoice</a>

Click to view/Save

**Reports**

You can see an overview of various aspects of your account including usage details.

Reports

- [Usage](#)
- [Subscribers](#)
- [Usage Details](#)
- [YTD All In Spend](#)
- [YTD Fixed Spend](#)
- [YTD Usage](#)

Click a link to view the report

**Services**

Click on services for a summary of the subscriptions you have.

Services

Customer #	Customer Name	Location	Province	City	Street	Services
C123456		Billing	Florida	Sarasota	Northgate Blvd.	<a href="#">2</a>

Click to view subscriptions

**SUB Accounts**

Sub Accounts are a listing of multiple locations. Most clients do not have sub-accounts - you will only see information here if you have been set up as a 'head office'."

**Tickets**

Tickets are used to communicate with IPitomy and for IPitomy co communicate with you. Use Tickets to ask questions, report trouble, request changes to account information or anytime you wish to contact IPitomy regarding your billing.

Tickets

Create

Ticket #	Status	Service	Subscriber #	Subscriber Name	Subject	Created on
<a href="#">282</a>	Open	Hardware	C10268	Customer Nick	Test Ticket	2016-01-06

Reports are available from your portal to provide call detail, and other related informations. All reports can be exported to a .csv file.

## Usage



Item	Location	Units	UOM	Total
CA/US/MX/PR/UK	Billing	1,156.232	minute	\$28.94
CA/US/MX/PR/UK	Billing	1,652.532	minute	\$41.34
CA/US/MX/PR/UK	Billing	3,007.850	minute	\$75.26

From 01/01/2016 To 01/31/2016 Location  Run Cancel



Usage Date	Customer	Subscriber	Service	Call Desc.	Call From	Call To	Usage	Item	Qty Used	Qty Billed	Uom	Unit Price	Other Charges	Total Amount	Location
2016-01-01	C1234567 ABC Corp.	001748	VoIP Services		12067883942	18004560987	CAN/US/PR/MEX/UK	Can/US/Mex/PR	0.333	0	min	0.0250	0.0000	0.0000	Billing
2016-01-01	C1234567 ABC Corp.	001748	VoIP Services		12067883942	18004560987	CAN/US/PR/MEX/UK	Can/US/Mex/PR	0.1	0	min	0.0250	0.0000	0.0000	Billing
2016-01-01	C1234567 ABC Corp.	001748	VoIP Services		12067883942	18004560987	CAN/US/PR/MEX/UK	Can/US/Mex/PR	0.35	0	min	0.0250	0.0000	0.0000	Billing

Customer - ABC Corp. C1234567 Run Cancel

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