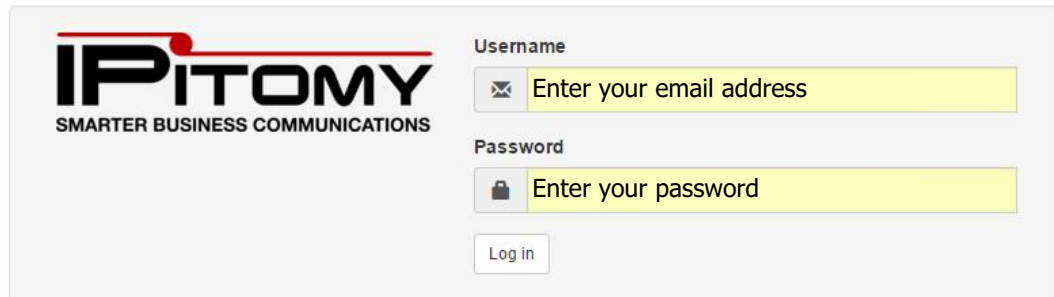# IPitomy Billing Web Portal

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:
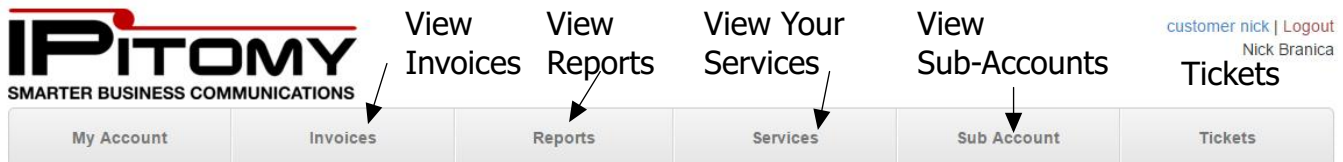htp://portal.ipitomy.smartbilling.ca

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:

IPITOMY
SMARTER BUSINESS COMMUNICATIONS

Username
✉ Enter your email address

Password
🔒 Enter your password

Log in

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

IPITOMY
SMARTER BUSINESS COMMUNICATIONS

View Invoices   View Reports   View Your Services   View Sub-Accounts   customer nick | Logout
Nick Branica
Tickets

| My Account | Invoices | Reports | Services | Sub Account | Tickets |

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   Make a payment

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 **2016-03-02**.

Payment method   Setup Recurring
Manual payment.   Charge on Credit Card
                                                   Sign-up for automatic 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.

Click to view/Save

Invoices

Invoice Date	Customer #	Customer Name	Total	Balance	Download
2016-02-01	C123456	Your Name	$97.23	$97.23	Invoice
2016-01-01	C123456	Your Name	$96.40	$96.40	Invoice
2015-12-01	C123456	Your Name	$211.36	$210.36	Invoice

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

Click to view subscriptions

Customer #	Customer Name	Location	Province	City	Street	Services
C123456		Billing	Florida	Sarasota	Northgate Blvd.	2

SUB Accounts

Sub Accounts are a listing of multiple locations

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
282	Open	Hardware	C10268	Customer Nick	Test Ticket	2016-01-06