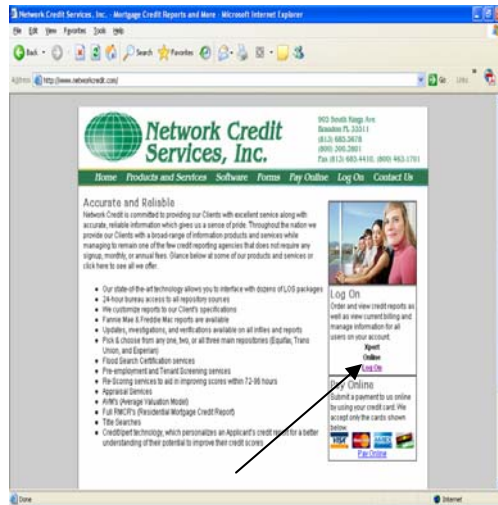
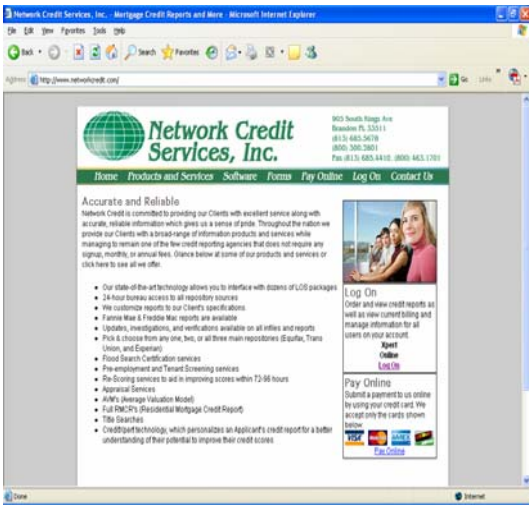


How to View your Billing Online

Go to www.networkcredit.com

Click the **Log On** button

Enter your Log On information



Please log on using your Account Information.

Log on

Provider ID:

Company ID:

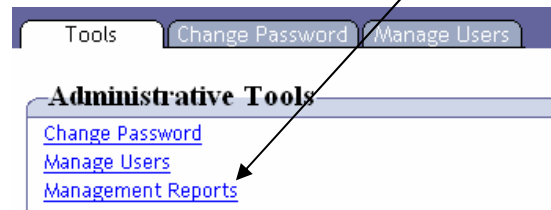
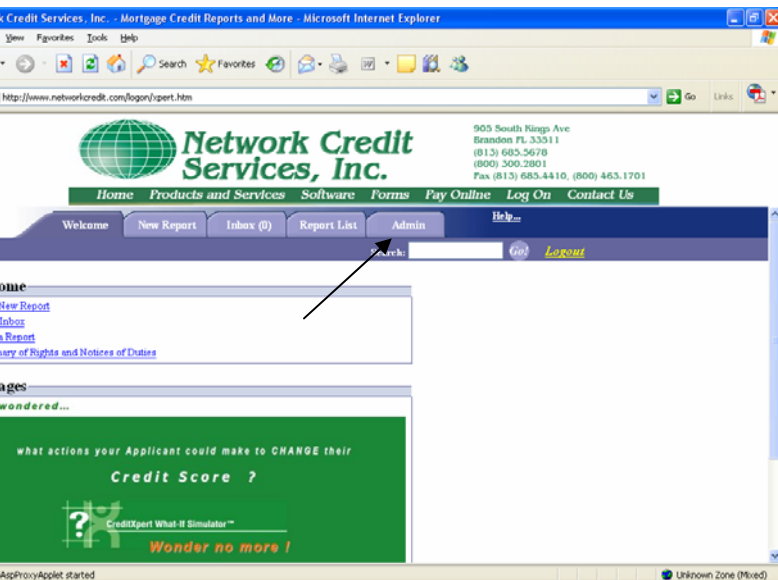
User ID:

Password:

Log on

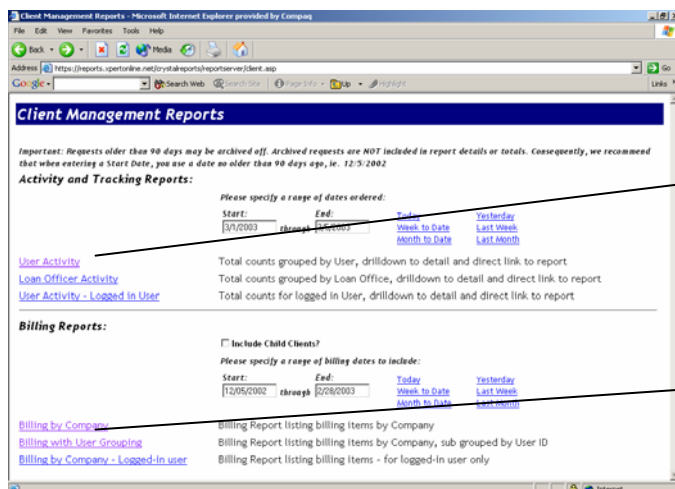
From the Welcome screen,

Click on **Management Reports**



Click the **Admin** tab

The "Billing Reports" section is where to find your billing information.



Billing Reports:

Include Child Clients?

Please specify a range of billing dates to include:

Start: through End:

[Billing by Company](#)

[Billing with User Grouping](#)

[Billing by Company - Logged-in user](#)

Billing Report listing billing items by Company

Billing Report listing billing items by Company, sub grouped by User ID

Billing Report listing billing items - for logged-in user only

To view:

Previous month charges & credits for your company

1st click "Last Month" to set your Date Range

[Today](#) [Yesterday](#)
[Week to Date](#) [Last Week](#)
[Month to Date](#) [Last Month](#)

2nd click "Billing by Company" to view the statement

[Billing by Company](#)
[Billing with User Grouping](#)
[Billing by Company - Logged-in user](#)

NOTE: Your statement will list Report CHARGES 1st, then Report CREDITS 2nd

To view:

Previous month charges & credits, *by each User* for your company

1st click "Last Month" to set your Date Range

[Today](#) [Yesterday](#)
[Week to Date](#) [Last Week](#)
[Month to Date](#) [Last Month](#)

2nd click "Billing with User Grouping" to view the statement

[Billing by Company](#)
[Billing with User Grouping](#)
[Billing by Company - Logged-in user](#)

-NOTE: Your statement will list:

1. Report CHARGES for User
2. Report CREDITS for User
3. Total Billing for User

This sequence repeats for each User ID assigned to your Company.

-NOTE: The last line item on the last page of your report shows the total amount you are being billed.

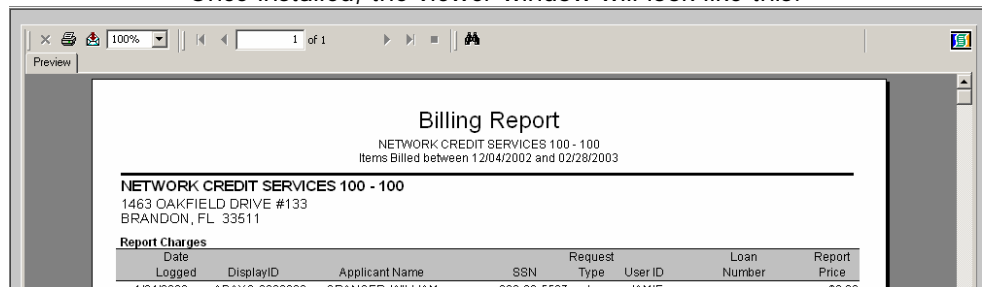
Important: Requests older than 90 days may be archived off. Archived requests are NOT included in report details or totals. Consequently, we recommend that when entering a Start Date, you use a date no older than 90 days ago.

Crystal Report Viewer

Your Billing reports have been created using Crystal Reports software. In order to view these reports you will use the Crystal Report Viewer, which is a Java applet that allows you to navigate within the report as well as jump to specific content rather than scrolling through page after page.

Once installed, the viewer window will look like this:

The very first time you attempt to access a report, a dialog box may pop up asking if you want to install the viewer. Choose "YES" to download the applet and install the software. No further action is needed on your part.



*The viewer comes with its' own window and toolbar.

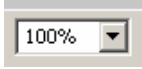
What do all these buttons mean?



Toolbar Basics – The toolbar contains assorted buttons to move forward/backward pages in a report, search for text within a report, print the report, etc.



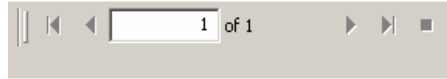
Closes multiple windows



Controls the viewing area



Prints the report



Controls moving between pages



Save As/Export



Search/Query



Report Viewer Logo
(No function)

NOTE: To print a report, you must use the print report button in the viewer toolbar, not the print functions of the browser.