

STEP 1

Go to <https://billing.vetsweb.us> and log into your account.

STEP 2

Click on Invoices in the left hand side menu bar

The screenshot shows the Vetsweb user dashboard. On the left is a vertical sidebar menu with the following items: Home (highlighted in blue), Estimates, Invoices (highlighted with a red box), Payments Made, and Statements. At the bottom of the sidebar are links for 'Change Password' and 'Log Out'. The main content area starts with a greeting 'Hello Vetsweb!'. Below this is a summary box showing 'OUTSTANDING INVOICES \$60.00' and 'Available Credits \$0.00', with a 'Pay Now' button. Further down is a 'My Account Details' section with an 'Edit' link. Below that is the 'Vetsweb' logo and contact information: '24403 Mizzen Ct, Katy, Texas 77494, U.S.A.' with 'Mail' and 'Review' buttons. At the bottom right of the contact info is the name 'Jason Nichols', phone number '8326453544', and email 'jason@vetsweb.us'. There are also links for 'BILLING ADDRESS Edit' and 'SHIPPING ADDRESS Edit'.

STEP 3

Select the invoice you would like to view. Please invoices dated prior to June 1, 2019 will not be viewable in your client billing portal.

The screenshot shows the 'Invoices' section of a client billing portal. On the left is a navigation sidebar with options: Home, Estimates, Invoices (highlighted), Payments Made, and Statements. The main area is titled 'Invoices' and contains two dropdown menus: 'Show: All Transactions' and 'Sort By: Date'. Below these is a table with the following data:

Invoice #	Reference#	Date	Total	Status
VW002053		13 Jun 2019	\$60.00	Due Today

A red box highlights the invoice number 'VW002053'. A 'Pay Now' button is visible at the end of the row.

If you have any questions on how to use the client billing portal please email Kayla at kayla@vetsweb.us

Thank you!
Vetsweb Support Team