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STEP 1

To set up your Client Billing Portal follow the instructions sent to you in the invitation email you received to set up your account. If you did not receive your invitation, please check your spam folder or email kayla@vetsweb.us to have your invitation re-sent.

STEP 2

Click Accept Invitation button to create your account.

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Hi Kayla,

You are invited to Vetsweb's client portal.

In the portal you can view your invoices, estimates, payment history and make payment via secure payment gateways.

You can login to the portal any time by accessing the Portal URL found below.

Portal URL : https://billing.vetsweb.us/portal/vetsweb
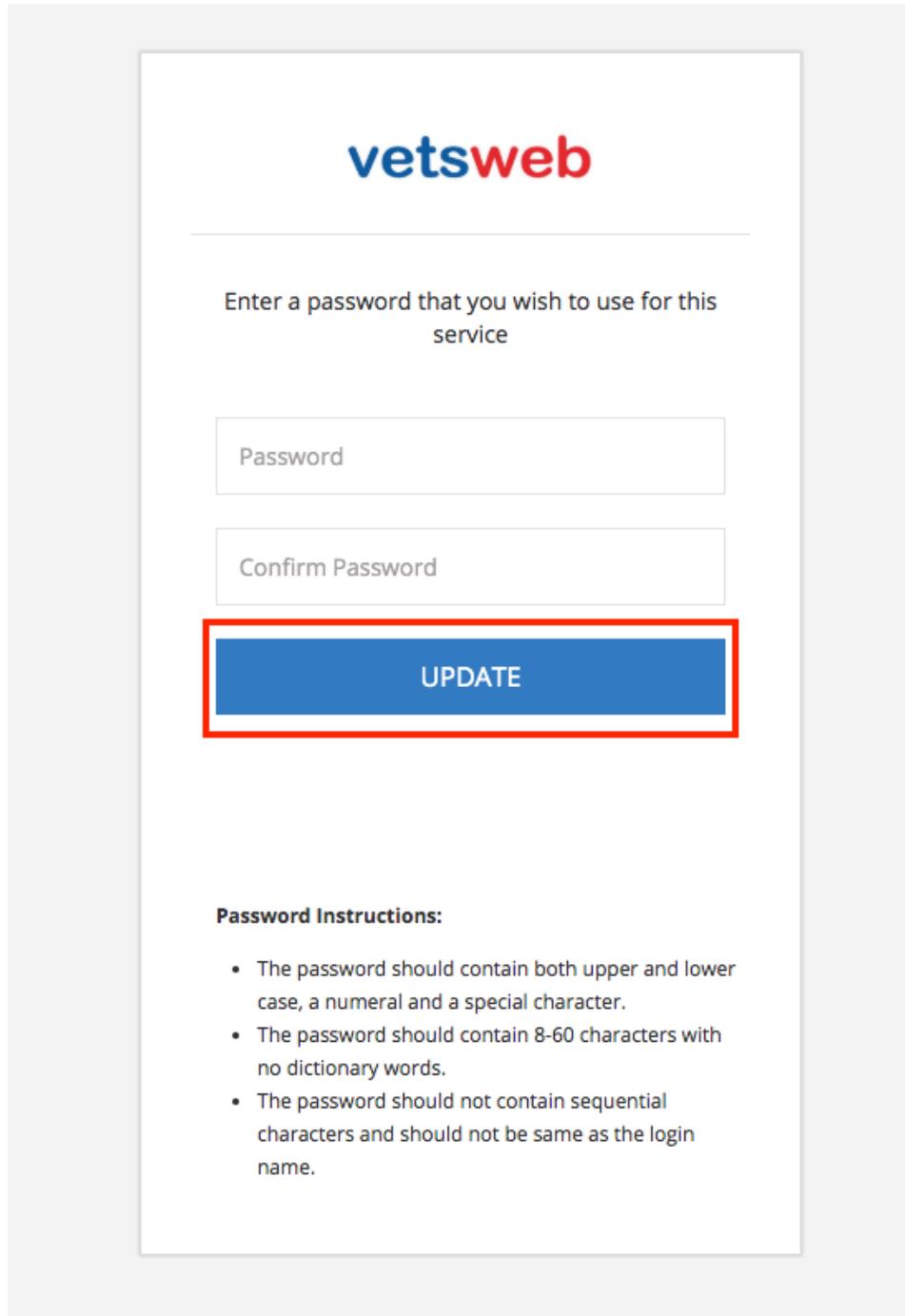
Username: Kayla@vetsweb.us

Password: **Click on Accept Invitation to set your own password to access the client portal**

[Accept Invitation]

You can always reach out to us in case you require any assistance.

STEP 3 — When prompted to, create your password and click register.

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Enter a password that you wish to use for this service
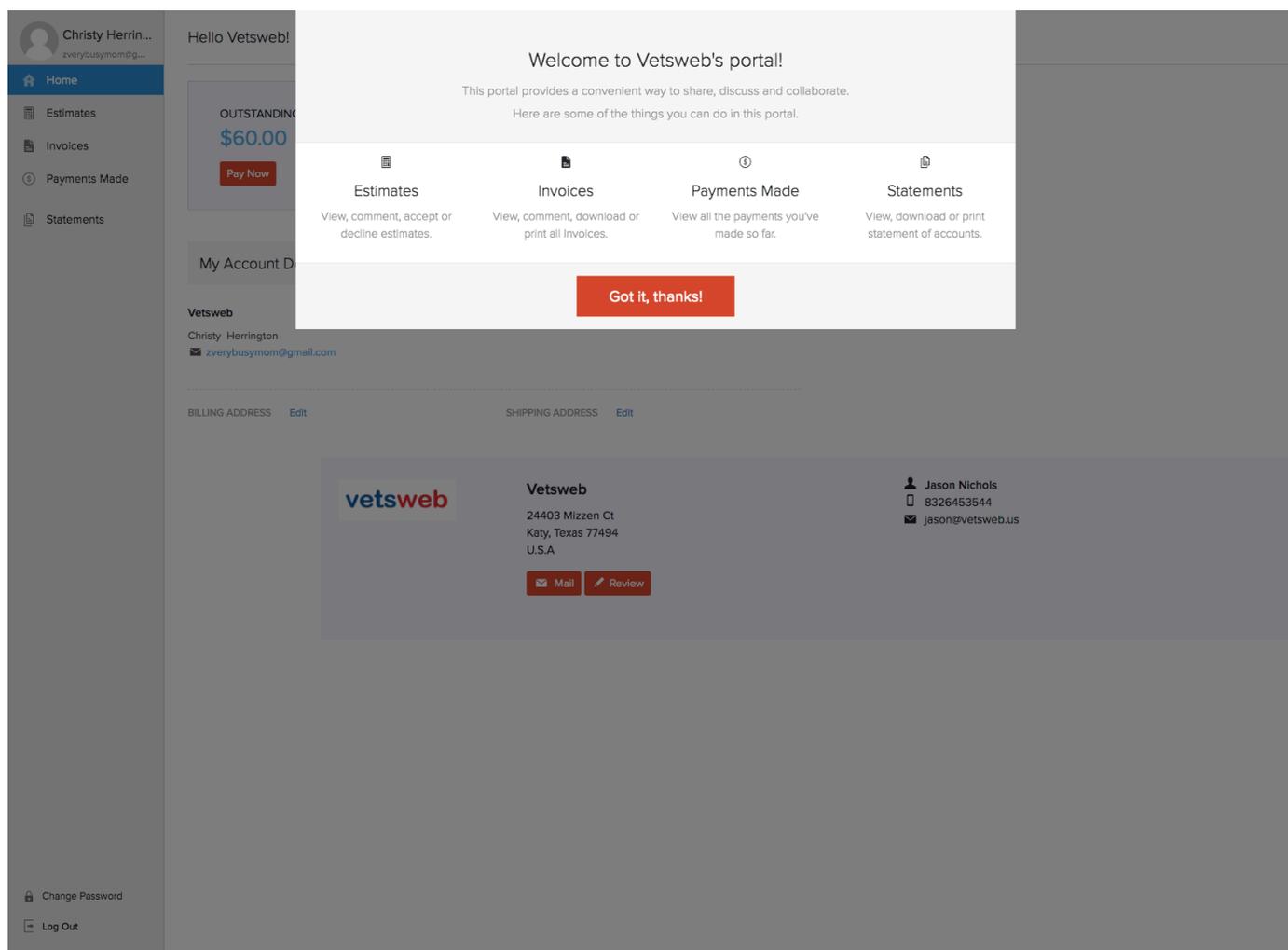
Password

Confirm Password

UPDATE

Password Instructions:

- The password should contain both upper and lower case, a numeral and a special character.
- The password should contain 8-60 characters with no dictionary words.
- The password should not contain sequential characters and should not be same as the login name.

STEP 4

It is that easy! You are now logged into your client billing portal, you can now start viewing and paying your invoices online as well and updating your payment method!

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