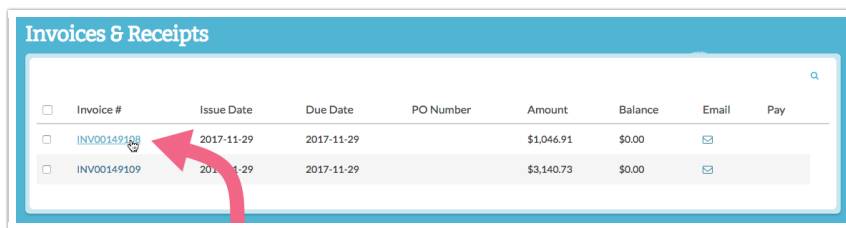


# Get a Billing Invoice

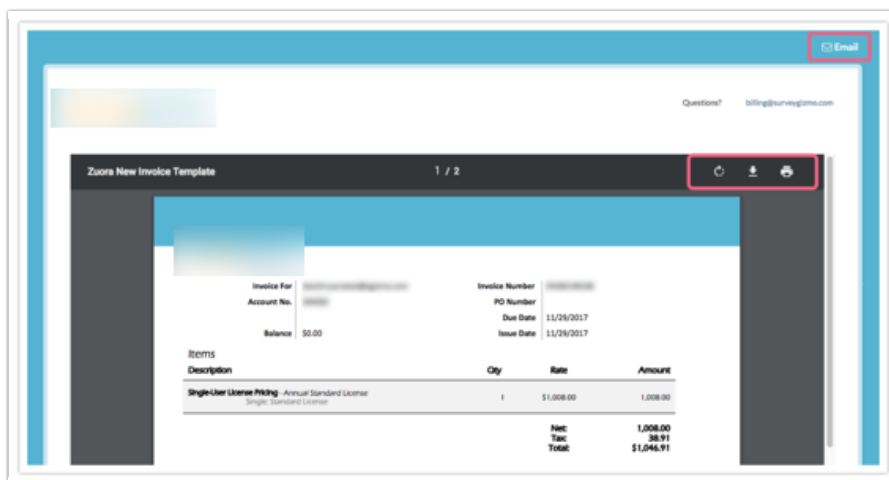
Need a copy of a billing invoice for your records? Account Administrators can access invoices within the account.

1. Go to **Account > Billing** to see a list of invoices. In addition to viewing your invoices, you can make updates to both the **Billing Contact** information and **Payment Method** here.
2. Click on the **Invoice #** that you need in order to open/view the invoice (the invoice will open in a new browser tab/window). Here, you can also click on the *envelope* icon (under the **Email** column) to email the invoice, if needed. You will be asked to provide a **Recipient Name** and **Recipient Email**.



<input type="checkbox"/>	Invoice #	Issue Date	Due Date	PO Number	Amount	Balance	Email	Pay
<input type="checkbox"/>	INV00149188	2017-11-29	2017-11-29		\$1,046.91	\$0.00		
<input type="checkbox"/>	INV00149109	2017-11-29	2017-11-29		\$3,140.73	\$0.00		

3. Once your invoice is open, hover over the invoice to see options for *rotating*, *downloading* (PDF), and *printing* the invoice. These options are located in the upper right portion of the invoice. You also have the option to **Email** the invoice (in case someone else needs to execute payment).



Description	Qty	Rate	Amount
Single-User License Pricing - Annual Standard License Single-User Standard License	1	\$1,000.00	1,000.00
		<b>Net:</b>	<b>1,000.00</b>
		<b>Tax:</b>	<b>36.91</b>
		<b>Total:</b>	<b>\$1,046.91</b>

4. Scroll to page 2 of your invoice for a quick reference guide on your payment options (including ACH/Wire instructions, check payment instructions, and Alchemer's Tax ID).

## Change Email Address Invoices Are Sent To

Alchemer account administrators have the ability to update account and billing information, including the email address that invoices are sent to under **Account > Billing**. To update the billing

email address, click on the **Edit** link corresponding to the **Billing Contact** section and make the necessary changes before clicking **Save**.

Billing Contact	Payment Method
John Smith jon.smith@company.com  (123) 123-1234  4888 Pearl East Circle Boulder, CO 80301  <a href="#">Edit</a>	Visa *****4242 Expires 10/2020 <a href="#">Update</a>

Note: The information that you input into the **Contact** and **Billing** fields within your Alchemer account will be the exact information that appears on your invoices.

If you need to update the account **Contact Information** (this is different than the Billing Information), navigate to **Account > Summary**. Scroll down to the bottom of the page and click the **Edit** link corresponding to the Contact Information section.

**International Customers:** If any one of these fields do not apply to you, please enter NA into the field. We apologize for the Ameri-centric from. We have long-term plans to make this more international friendly in the future!

Should you need specific information on your invoice but not necessarily on your account's Contact or Billing information (usually a VAT or a reference number), you may edit the Billing Information to temporarily reflect this.

Once you have made these updates you can download your invoice. You can then re-establish the desired Contact or Billing information within your Alchemer account.

Related Articles