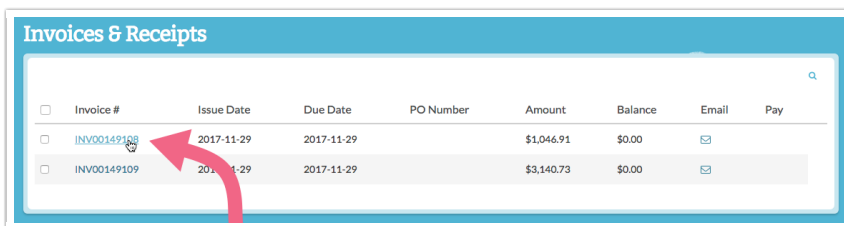


# Get a Billing Invoice or Receipt

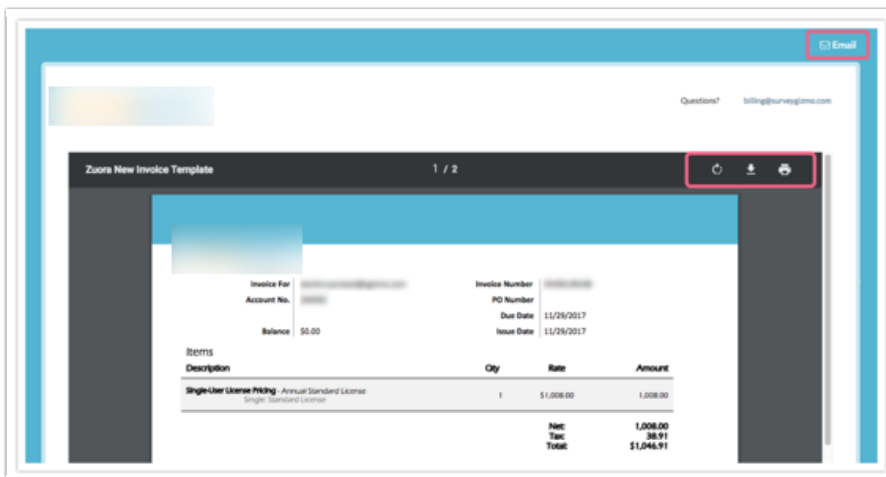
Need a copy of a billing invoice for your records? Account Administrators can access invoices within the account.

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"/>	<a href="#">INV00149188</a>	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).



Invoice For		Invoice Number	
Account No.	10000000000000000000	PO Number	10000000000000000000
Balance	\$0.00	Due Date	11/29/2017
		Issue Date	11/29/2017

Items	Description	Qty	Rate	Amount
	Single-User License Pricing - Annual Standard License Single-Standard License	1	\$1,000.00	1,000.00
			Net:	1,000.00
			Tax:	38.91
			Total:	\$1,046.91

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 form. 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.

## Looking for a Receipt?

Upon payment, receipts are available in the account under the Billing page to download. [Account Administrators](#) can view all payments made via **Account > Billing**. [Learn more!](#)

The screenshot shows a payment confirmation interface. At the top, it displays "\$25 at" followed by a blurred merchant name and "VISA 1731". Below this, the date "November 23, 2016" and the transaction ID "#2234-5612" are shown. A table lists the transaction details:

Description	Amount
25x Subscription to Enterprise Units	\$25.00
Total	\$25.00
<b>Paid</b>	<b>\$25.00</b>

At the bottom, there is a link: "Have a question or need help? Visit our support site or send us an email."

## Related Articles