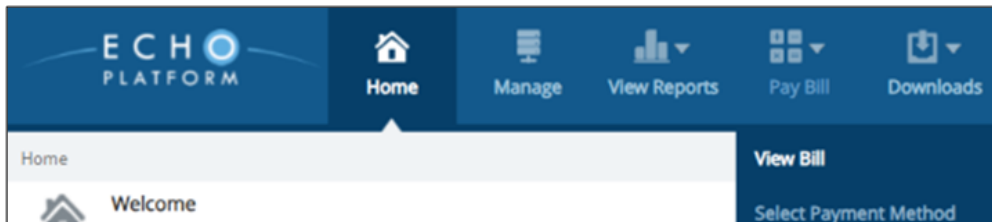


Managing Billing

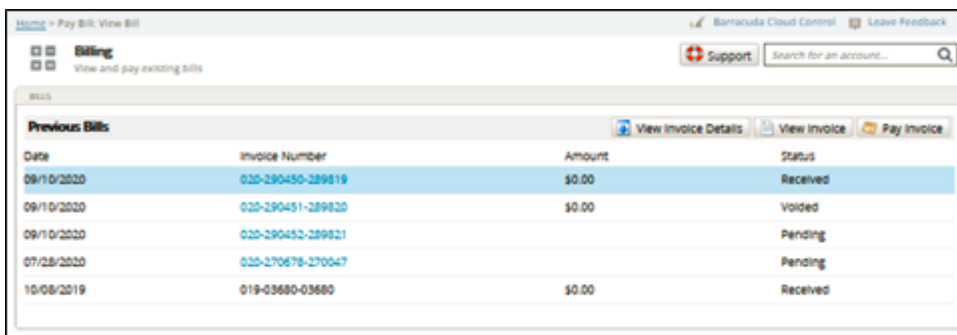
<https://campus.barracuda.com/doc/15370/>

To view your invoices, add credit cards or pay your bill, perform the following steps.

1. At the ECHOplatform ribbon, click **Pay Bill, View Bill**.

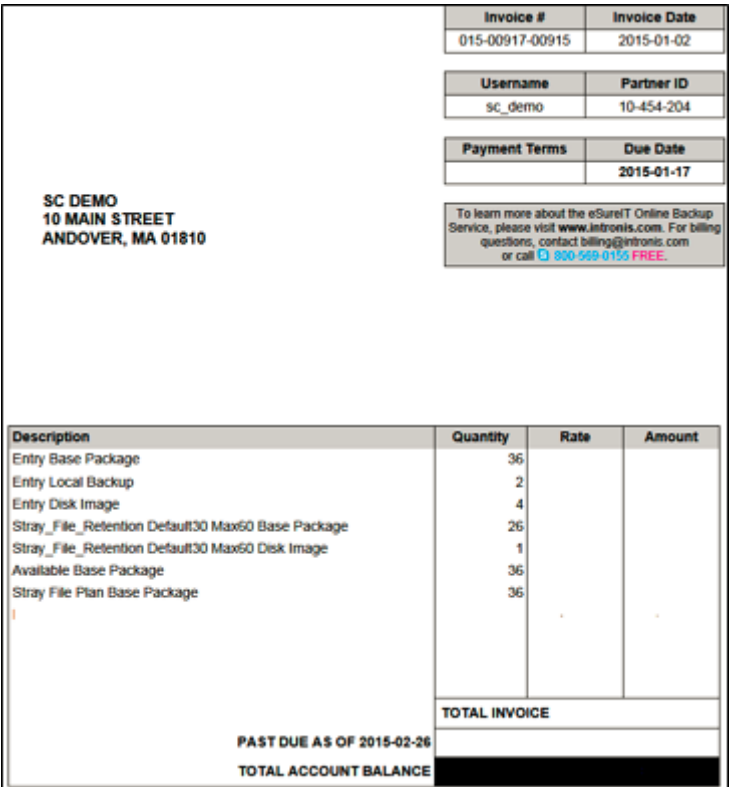



The Billing page is displayed.



2. You can perform any of the actions listed in the following table.

Action	Result
To view invoice details, select the View Invoice Details tab.	You are prompted to open or save a CSV report.

Action	Result																																												
<p>To view an invoice, click the Invoice Number or the View Invoice tab.</p>	<p>The invoice is displayed, as shown in the example below.</p>  <table border="1" data-bbox="1157 425 1436 481"> <thead> <tr> <th>Invoice #</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>015-00917-00915</td> <td>2015-01-02</td> </tr> </tbody> </table> <table border="1" data-bbox="1157 492 1436 548"> <thead> <tr> <th>Username</th> <th>Partner ID</th> </tr> </thead> <tbody> <tr> <td>sc_demo</td> <td>10-454-204</td> </tr> </tbody> </table> <table border="1" data-bbox="1157 560 1436 616"> <thead> <tr> <th>Payment Terms</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>2015-01-17</td> </tr> </tbody> </table> <table border="1" data-bbox="710 840 1436 1120"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Entry Base Package</td> <td>36</td> <td></td> <td></td> </tr> <tr> <td>Entry Local Backup</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Entry Disk Image</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td>Stray_File_Retention Default30 Max60 Base Package</td> <td>26</td> <td></td> <td></td> </tr> <tr> <td>Stray_File_Retention Default30 Max60 Disk Image</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Available Base Package</td> <td>36</td> <td></td> <td></td> </tr> <tr> <td>Stray File Plan Base Package</td> <td>36</td> <td></td> <td></td> </tr> </tbody> </table> <p>PAST DUE AS OF 2015-02-26 TOTAL ACCOUNT BALANCE</p>	Invoice #	Invoice Date	015-00917-00915	2015-01-02	Username	Partner ID	sc_demo	10-454-204	Payment Terms	Due Date		2015-01-17	Description	Quantity	Rate	Amount	Entry Base Package	36			Entry Local Backup	2			Entry Disk Image	4			Stray_File_Retention Default30 Max60 Base Package	26			Stray_File_Retention Default30 Max60 Disk Image	1			Available Base Package	36			Stray File Plan Base Package	36		
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Stray File Plan Base Package	36																																												
<ol style="list-style-type: none"> 1. To make a payment, click the Pay Invoice tab. 2. Type your information into the required fields. 3. Optionally select the Make Default or Save Card check box. 4. Click Pay Now. 	<p>The Make Payment pop-up is displayed.</p>  <p>Make Payment</p> <p>Invoice Details</p> <p>Invoice Number: 020-370678- Amount Due: Invoice Date: 7/28/2020</p> <p>Card Number: <input type="text" value="Add New Card"/></p> <p>New Card</p> <p>First Name* <input type="text"/> Last Name* <input type="text"/> Card Number* <input type="text"/> Month* <input type="text"/> Year* <input type="text"/> CV* <input type="text"/> Zip* <input type="text"/> Country* <input type="text"/></p> <p><input type="checkbox"/> Make Default <input type="checkbox"/> Save Card</p> <p><input type="button" value="Cancel"/> <input type="button" value="Pay Now"/></p>																																												

Figures

1. campus view bill.png
2. Billing Page
3. invoice
4. Make Payment pop-up

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