

Managing Billing

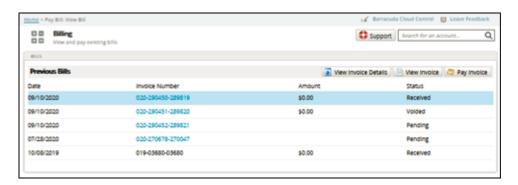
https://campus.barracuda.com/doc/93198095/

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.	

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Action	Result		
	The invoice is displayed, as shown in the example below.		
To view an invoice, click the Invoice Number or the View Invoice tab.	SC DEMO 10 MAIN STREET ANDOVER, MA 01810	Invoice # Invoice Date	
	Description Entry Base Package Entry Local Backup Entry Disk Image Stray_File_Retention Default30 Max60 Base Package Stray_File_Retention Default30 Max60 Disk Image Available Base Package Stray File Plan Base Package	Quantity Rate Amount	
1. 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.	The Make Payment pop-up is dis Make Payment Invoice Details Invoice Number: 020-270678-; Amount Due: Invoice Date: 7/28/2020 Card Number: Add New Card New Card First Name* Last Name* Card Number* Wonth* Year* CW* W Zip* Country* Make Default Save Card Cancel Rey Now	played.	

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Barracuda Intronis Backup



Figures

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

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