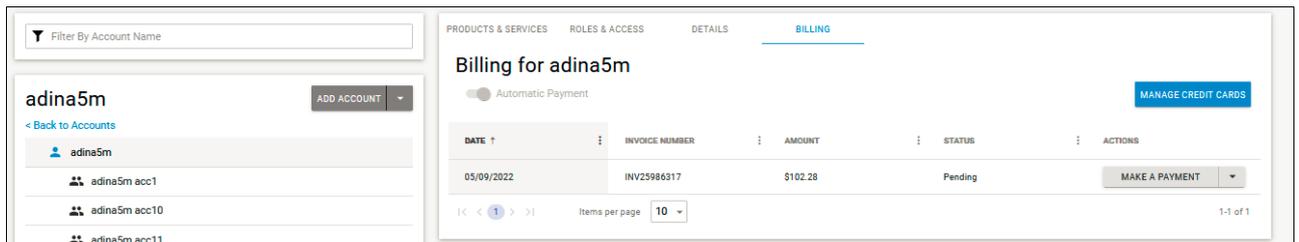


## Viewing the Excluded User Billing List

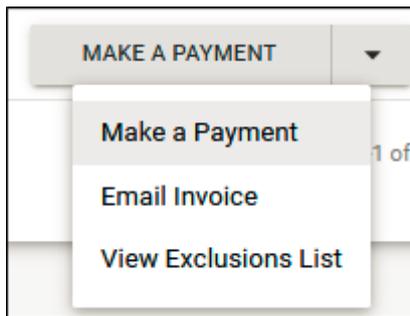
<https://campus.barracuda.com/doc/97520669/>

To view the Excluded User Billing List, perform the following steps.

1. At the Billing page, in the Action column, click the **Make a Payment** down-arrow.



The Action menu is displayed.



2. Click **View Exclusion List**.  
The View Exclusion List pop-up is displayed.

Exclusions

EXCLUSIONS LIST DATE  
05/09/2022

	ACCOUNT ↑	⋮	EXCLUSIONS (35 TOTAL)	
	adina5m acc1		1	>
	adina5m acc10		13	>
	adina5m acc11		1	>
	adina5m acc12		4	>
	adina5m acc14		4	>
	adina5m acc15		3	>
	adina5m acc2		1	>
	adina5m acc3		1	>
	adina5m acc4		1	>
	adina5m acc5		1	>

< < 1 2 > > | Items per page 10 1-10 of 15

CLOSE

You can filter accounts that have exclusions or you can sort accounts by account name/exclusions.

3. Review the exclusions, and then click **Close**.

For more information regarding excluding users from billing, see [Managing the User Billing List](#).

## Figures

1. image2022-7-28 7:53:31.png
2. image2022-7-28 7:54:39.png
3. image2022-7-28 7:55:54.png

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