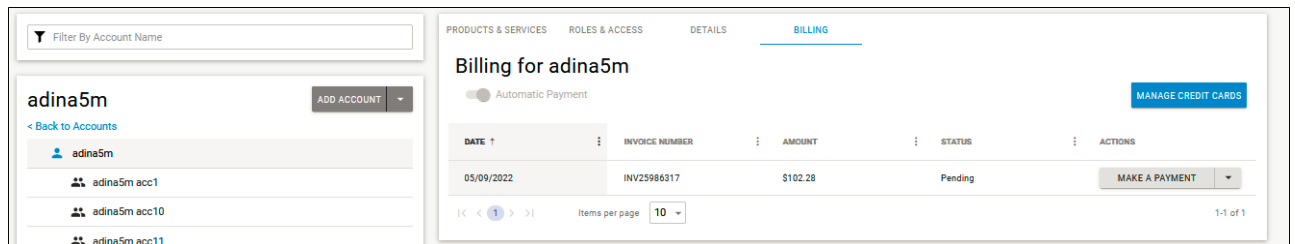


Viewing the Excluded User Billing List

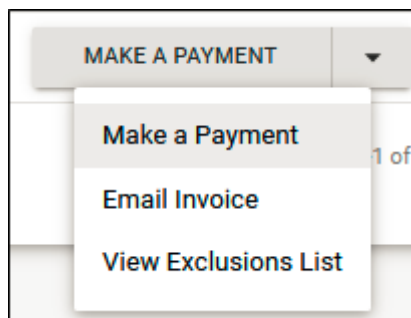
<https://campus.barracuda.com/doc/97520669/>

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 >
<div><div>< < 1 2 > ></div><div>Items per page 10</div><div>1-10 of 15</div></div>		
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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