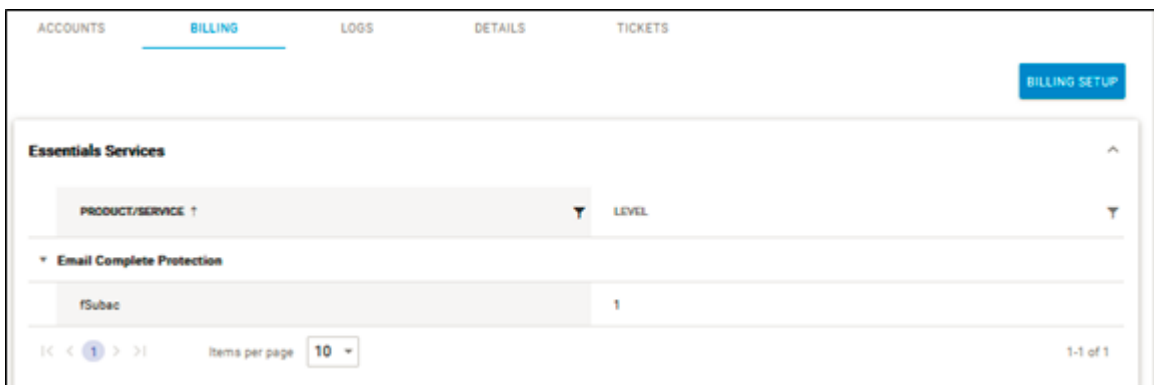


Setting Up Billing

<https://campus.barracuda.com/doc/98227612/>

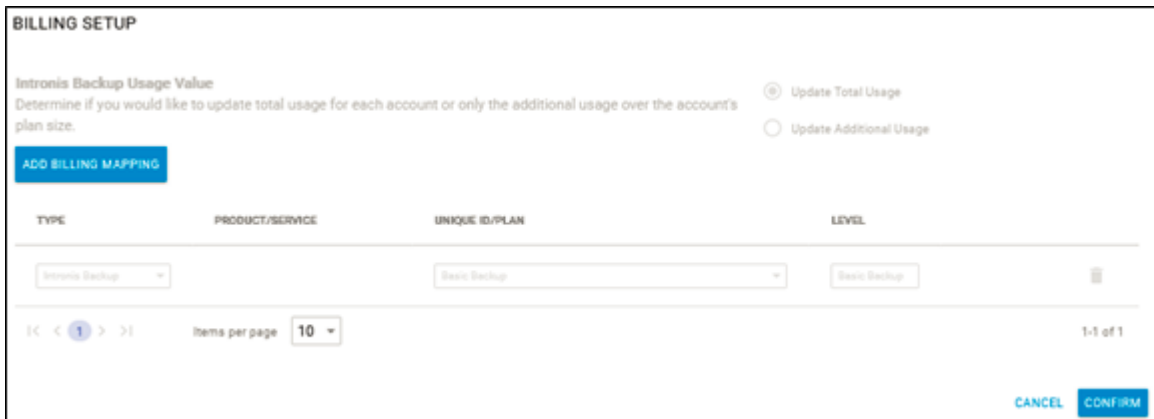
To set up billing, perform the following steps. To display this page, see [Accessing ConnectWise Manage Integrations](#).

1. At the ConnectWise Manage Integrations ribbon, select **Billing**.
The Billing page is displayed.



Note: If you have set up billing for Intronis Backup in ECHOplatform the data is displayed as read-only.

2. Select the service for which you want to set up billing, and then click the **Billing Setup** button.
The Billing Setup page is displayed.



3. Click the **Add Billing Mapping** button.
The Select Type field is displayed.

BILLING SETUP

Intronis Backup Usage Value
 Determine if you would like to update total usage for each account or only the additional usage over the account's plan size.

☒ Update Total Usage
☐ Update Additional Usage

ADD BILLING MAPPING

TYPE	PRODUCT/SERVICE	UNIQUE ID/PLAN	LEVEL
Intronis Backup		Basic Backup	Basic Backup
--Select--	--Select--	--Select--	

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

CANCEL CONFIRM

4. Select the **Select** down arrow to display and select the service type you want to set up for billing, as shown below.

Intronis Backup Basic Backup Basic Backup

--Select-- --Select-- --Select--

Essentials Services

The Select Product/Services field is displayed.

Essentials Services --Select--

5. Select the Product/Services field down arrow.
 The product/service types are displayed.

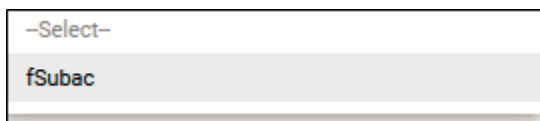
--Select--

- Advanced Email Security
- Basic Email Security
- Email Cloud-to-Cloud Backup
- Email Complete Protection
- Email Security & Compliance
- Forensics Service
- Sentinel Service

6. Select the product/service type from the list.
 The Unique ID/Plan field and the Level field (on the right) are displayed.

#Subac

7. Select the **Unique ID/Plan** field down arrow.
 The Unique ID/Plan types are displayed.



8. Select the Unique ID/Plan from the list.
9. At the Level field, type the level number, as shown below.



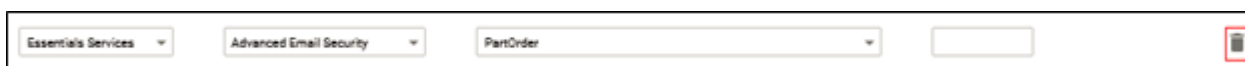
Note: The Level number allows you to set different billing rates to each unique ID assigned.

10. When satisfied with your selections, click **Confirm**, as shown below.

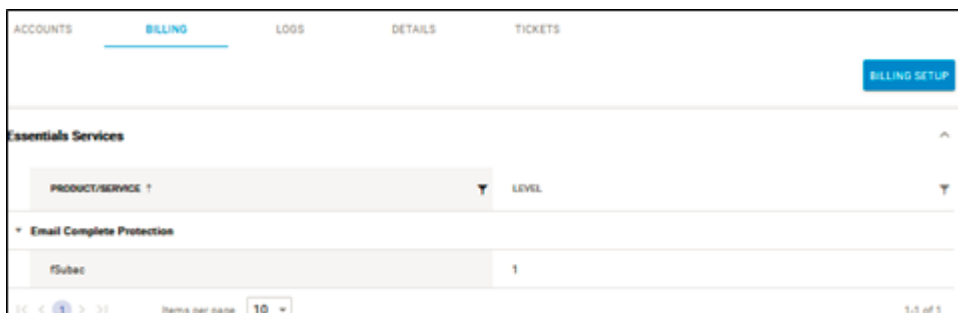


To void your selections, select **Cancel**.

To delete selections, select the trashcan icon, as shown below.



11. After clicking **Confirm**, the new billing account is displayed under the Billing tab.



Figures

1. image2023-4-14 15:7:11.png
2. image2023-4-14 15:9:37.png
3. image2023-4-14 15:8:57.png
4. image2023-4-14 15:10:13.png
5. image2023-4-14 15:11:3.png
6. image2023-4-14 15:12:15.png
7. image2023-4-14 15:13:1.png
8. image2023-4-14 15:13:54.png
9. image2023-4-14 15:14:30.png
10. image2023-4-14 15:15:47.png
11. image2023-4-14 15:16:11.png
12. image2023-4-14 15:17:7.png

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