Setting Up Billing

https://campus.barracuda.com/doc/98227612/
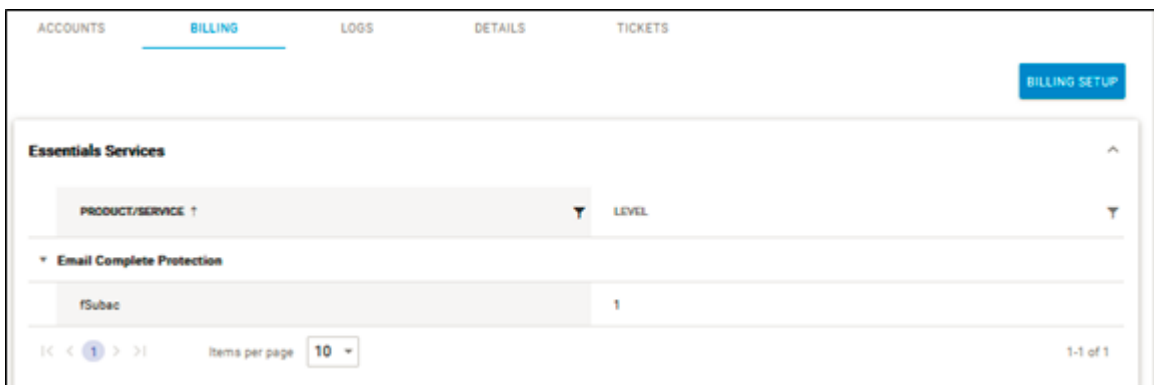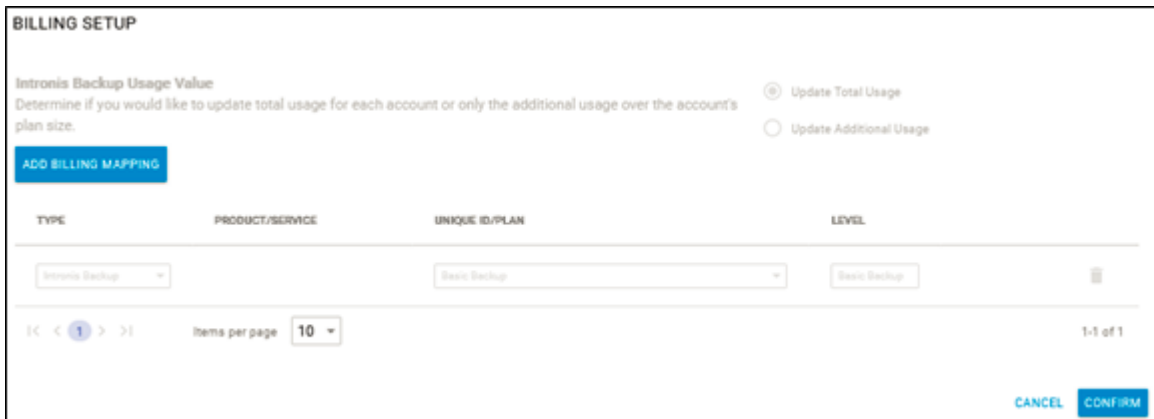
To set up billing, perform the following steps. To display this page, see Accessing ConnectWise Manage Integrations.

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.

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

The Select Product/Services field is displayed.

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

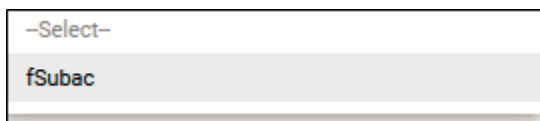6. Select the product/service type from the list.
   The Unique ID/Plan field and the Level field (on the right) are displayed.

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

--Select--

fSubac

8. Select the Unique ID/Plan from the list.
9. At the Level field, type the level number, as shown below.
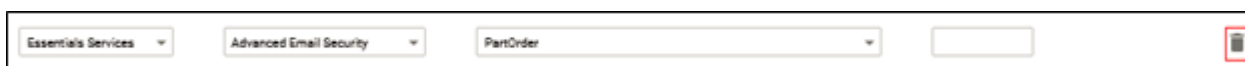
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Note: The Level number allows you to set different billing rates to each unique ID assigned.
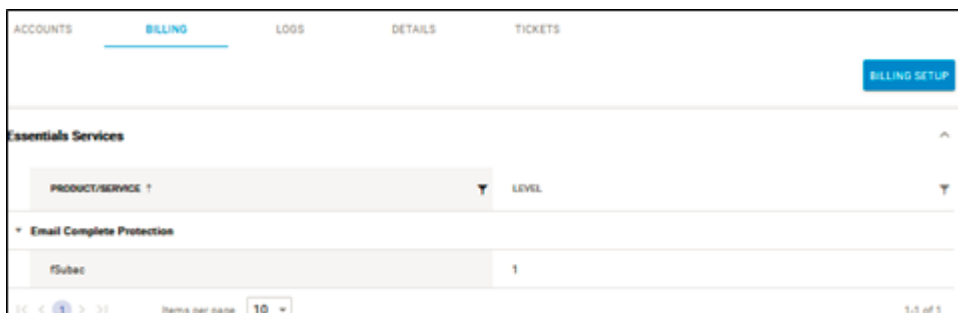10. When satisfied with your selections, click **Confirm**, as shown below.

CANCEL CONFIRM

To void your selections, select **Cancel**.
To delete selections, select the trashcan icon, as shown below.

| Essentials Services ▼ | Advanced Email Security ▼ | PartOrder ▼ | | 🗑 |

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