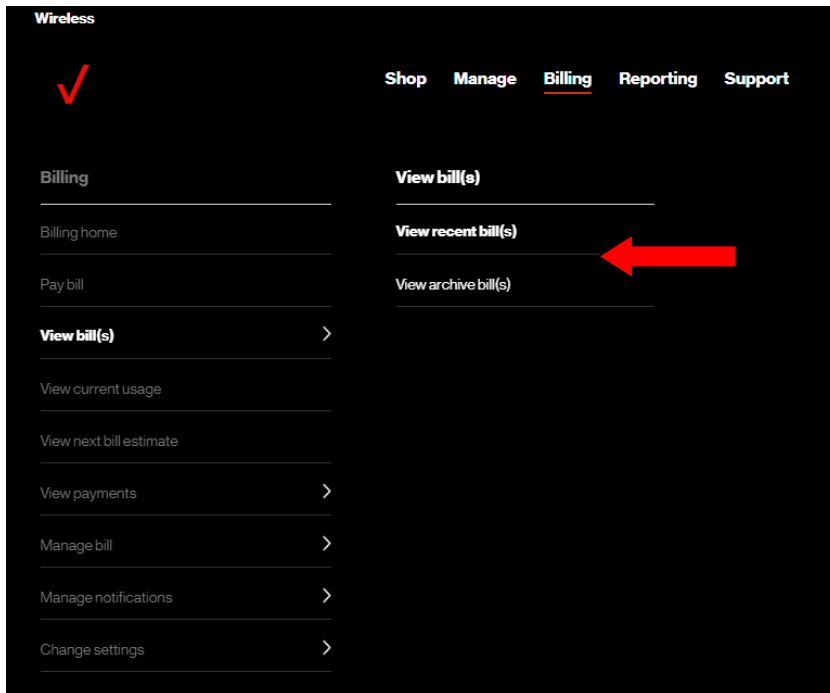


Downloading Verizon PDF Invoice

1. Click “Billing” and select “View bill(s)”, then “View recent bill(s)” from cascading menu.



2. Select the account and statement date, then click Download

Account summary - wireless

Accounts

583985593-00001 

 Auto pay

 Download

Real-time balance ⓘ

\$322.62

[Manage Bill Alerts](#)

Pay bill

Remit slip

Invoice summary

[Need to know](#)

Statement date

May 03, 2022 

*The latest invoice will be available approximately 5-7 days after the last bill end date.

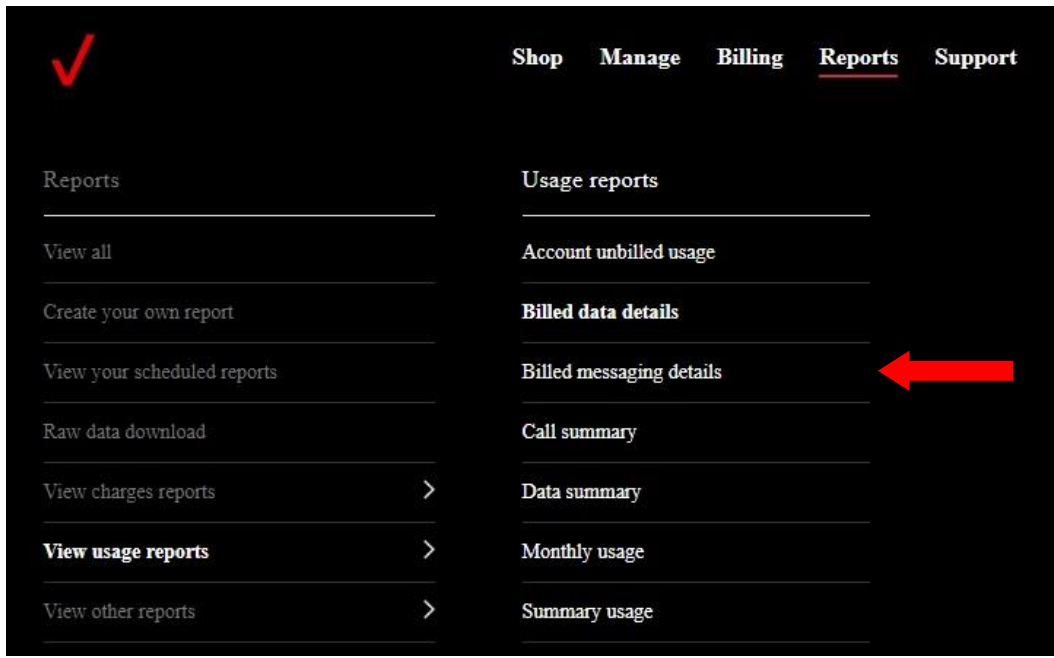
Quick bill summary

Apr 04 - May 03

[Breakdown of total charges and usage](#)

Downloading Zipped Data and Messaging Details

1. Go to Reporting > View usage reports > Billed data details



2. If report loads in the browser, click “Download Full Report” to retrieve file

Billed data details

Company Id : 604585
Company Name : AHERN REN...

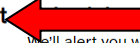
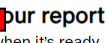
View by
Account number

Select number
Select all

Bill cycle from
Dec-23

Bill cycle to
Dec-23

Filter Results

Download full report  Our report  Schedule to run

Includes
Dec 2023 - Dec 2023

Customize report
This will require you to give the report a name and save it

Search by

Limited preview below: Up to 500 rows
Any reordering, sorting or changes in this table will not be saved or downloaded

Account number	Wireless number	User name	Cost center	Billing cycle date	Session start date/time	Session duration	Dat
670277760 00003	705 738 4228	ISS TEST 2	No Cost Center	12/16/2023	11/17/2023 12:04:09 AM	05:55:28	6.5

3. If prompted to schedule your report, add a unique file name (e.g. “Billed_data_details-Jan2024”) and a brief description and click “Continue”

Save your report

This report is too large to be produced real-time and requires scheduling.
Scheduled reports can take up to 24 hours to run. An email notification will be sent when the report is available for viewing.

Name your report*

Billed_data_details-Jan2024

Describe your report

A minimum of 150 characters is required. Writing guidelines

Billed_data_details-Jan2024

☒ I want to share this report

Continue

4. Select the desired month and click “Submit”

Schedule your report

Run report monthly

Run report once

Which months do you want to run the report for?

Bill cycle from

Jan-24

Bill cycle to

Jan-24

Add email notification recipients

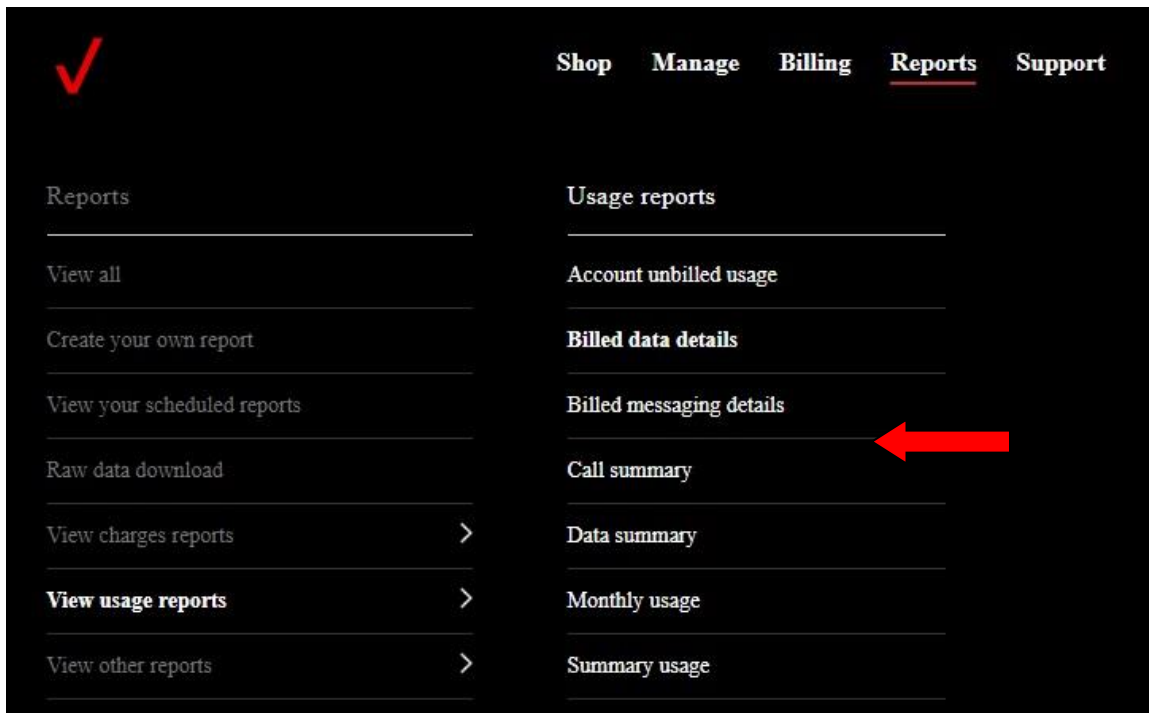
Notifies when this report runs.

dmchargue@mobilsense.com

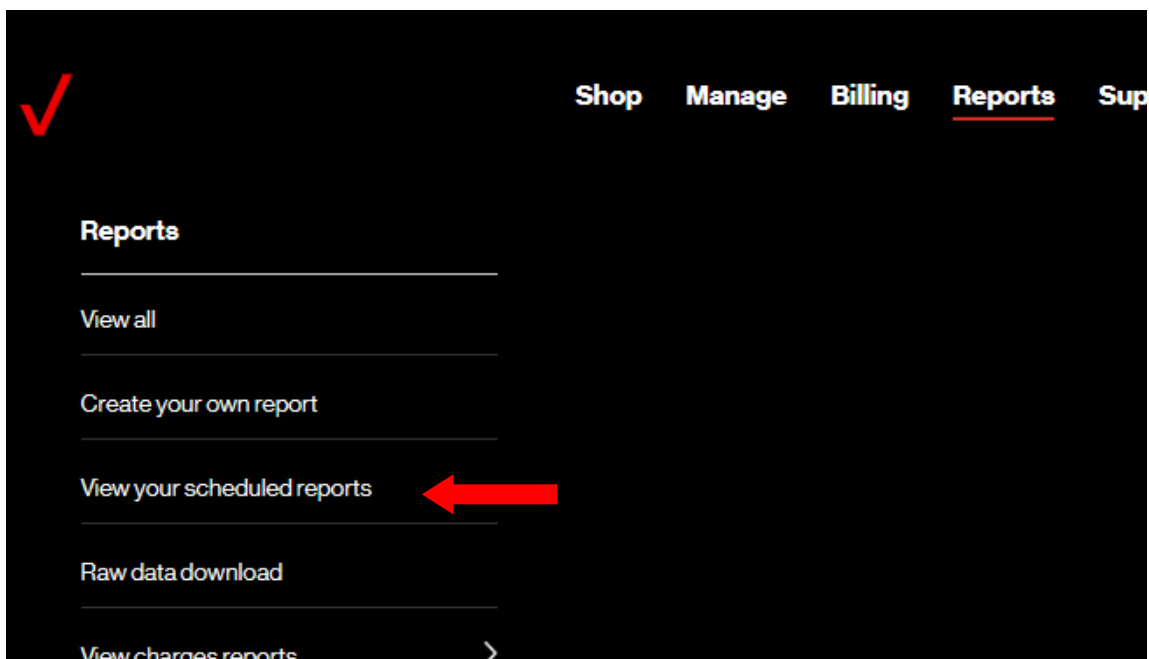
+ [Add other recipients](#)

Submit

5. Repeat steps 1 through 4 for “Billed messaging details”



6. If the “Billed data details” and “Billed messaging details” were scheduled, click the Reports tab and select “View all scheduled reports”



7. On the “My scheduled reports” page, click the download icon to retrieve the file

Reports > Custom, scheduled and shared reports

Custom, Scheduled and Shared

Report can take upto 24 hours to run.

Filter by Reports type

Custom, scheduled and shared

Search by

delete selected reports

☐	Actions	Title ↕	Description ↕	Last run date ↕	Next
☐		billed_data_details-Dec23	billed_data_details-Dec23	-	Sch run: 202

8. Add the Billed data details and Billed messaging details reports to a zip file with the corresponding invoice.