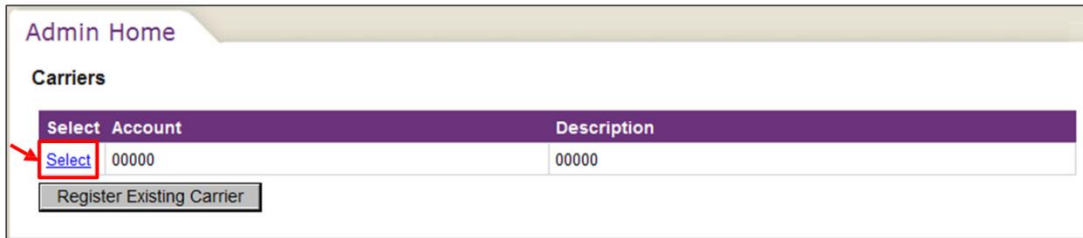
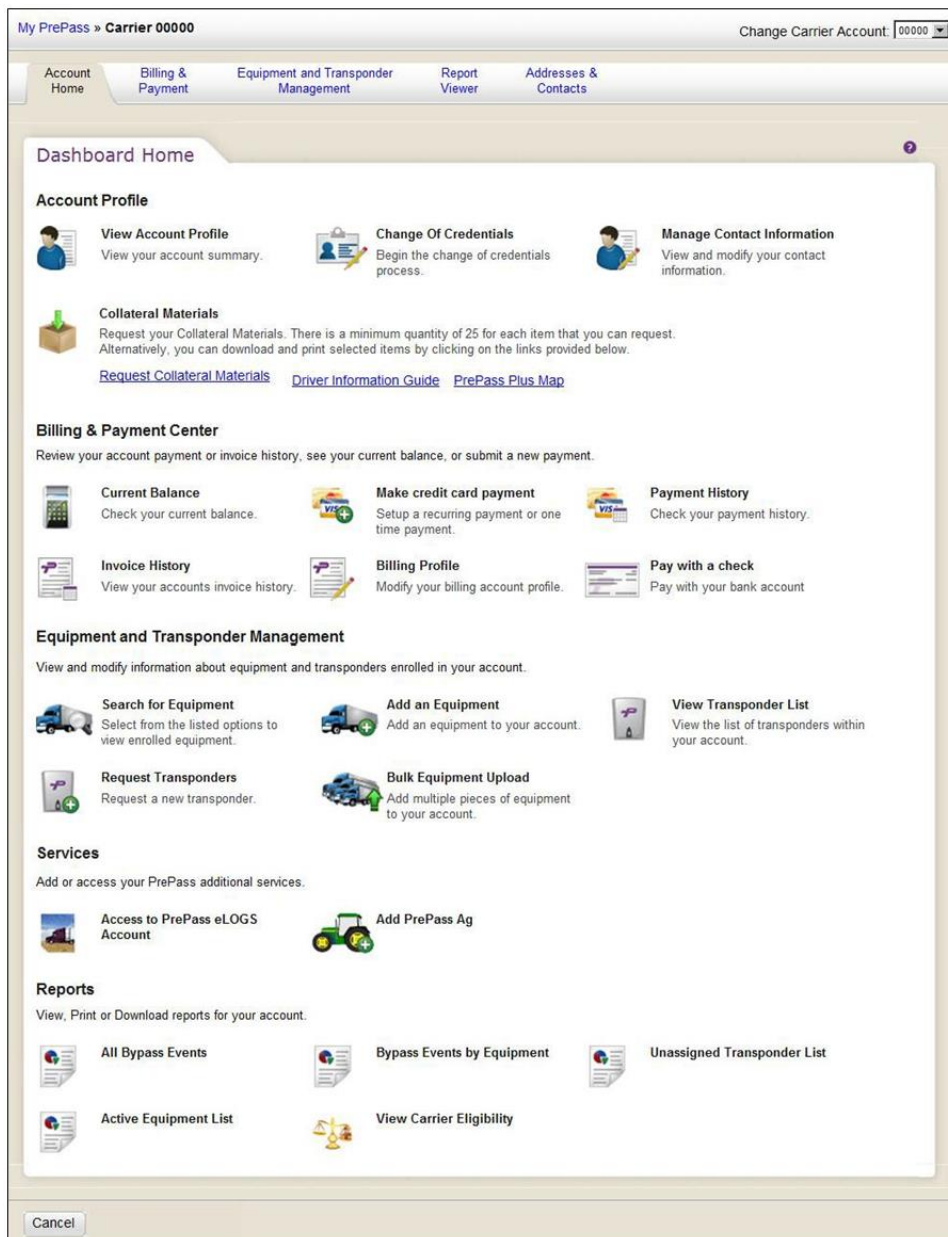


How Do I View My Payments?

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.




The **Dashboard Home** tab appears.





3. In the **Billing & Payments Center** section, click [Payment History](#).


Billing & Payment Center


Review your account payment or invoice history, see your current balance, or submit a new payment.


**Current Balance**
Check your current balance.

**Make credit card payment**
Setup a recurring payment or one time payment.

**Payment History**
Check your payment history.

**Invoice History**
View your accounts invoice history.

**Billing Profile**
Modify your billing account profile.

**Pay with a check**
Pay with your bank account

The **Billing History** Screen appears.

Account Home Billing and Payment **Billing History** Billing Profile

Invoice History

	Invoice Date	Invoice Number	Balance Due
Select	4/14/2013	0000000B130414	\$2,193,195.24
Select	3/31/2013	0000000B130331	\$1,297,263.03
Select	3/14/2013	0000000B130314	\$2,156,030.99
Select	2/28/2013	0000000B130228	\$1,411,639.90
Select	12/14/2012	0000000B121214	\$929,324.68
Select	11/30/2012	0000000B121130	\$1,460,268.44
Select	11/14/2012	0000000B121114	\$867,821.48
Select	10/31/2012	0000000B121031	\$1,425,166.07

Load More

Payment History

Payment Amount	Date Posted	Reference Number
\$93,000.00	4/23/2013	HCC24350548
\$97,000.00	4/23/2013	HCC24350009
\$98,000.00	4/23/2013	HCC24344575
\$2,263.03	4/23/2013	HCC24349876

Note: Scroll down to see the **Payment History** section.

4. Click [Load More](#) to display additional **Payment History**.

\$91,000.00

[Load More](#)

5. Click [Account Home](#) to return to **Dashboard Home**.
6. Click [Logout](#) in the upper-right corner of the screen to log out of PrePass.com.