How to View Payments

1. Log in to E-Billing

2. Click the **Reports** tab

3. On the left side of the page, click the drop-down menu that says "Select a report"

4. Click on "**Payment History Detail Report**"

5. Next, enter the **Service Provider Number** in the Filter Criteria section.

6. To the right of that, click in the box next to "**Payment Date**:"

7. When the calendar appears, choose the Payment Date *(Check\EFT Released on Date).

***** The Payment Date is the day we release the funds which is usually the day **before** the money appears in your bank account. The schedule is online and includes regular payment dates and P&I payment dates for clients. To view it, go to the E-Billing Home Page and click the link for **Invoice Due Date & Check Release Schedule**. Look under the **"Check\EFT Released on"** columns.

8. At this time, you will have two options to view the report for the payment date you selected.

- **To view the report as a PDF**: click the Submit button. The report will be displayed in the box that says Report Area.
- **To export the report as an excel file**: click the create CSV button. You will be able to download the report as an excel file.