# Online Invoices

How to view and receive your monthly invoice summaries online.



### Online Invoice Summary

Contributors have the option to view the first page, also known as the summary page, of their invoice online. You can find it in the "Form 499-Search Forms" page of the Filer IDs you have responsibility for. If you have access to more than one Filer ID, those invoices are also available, but only from the "Form 499-Search Forms" page of the individual Filer IDs.

#### What information can I view online?

At this time, only the summary page is available online. This page displays the following:

- Filer ID
- Invoicing month
- Total amount due
- Date due
- Support mechanism charges and credits for the month
- Late filing fees (if necessary)
- Late payment fees (if necessary)
- Any payments received

Contributor invoice summaries for the past 24 months are available online.

### **Email Notifications**

Contributors have the option of receiving an email notification when an invoice summary becomes available online. Contributor invoices are typically available on or around the  $15^{th}$  of each month. Even if you opt-in to email notifications, you will continue to receive paper copies of invoices via mail (typically on or around the  $22^{nd}$  of the month).

### How do I opt-in to email notifications?

To opt in to these notifications, follow the steps below:

- Log in to E-File
- On the left hand navigation bar, or the "Information Center," click on "Edit User Profile" located under "My Account"

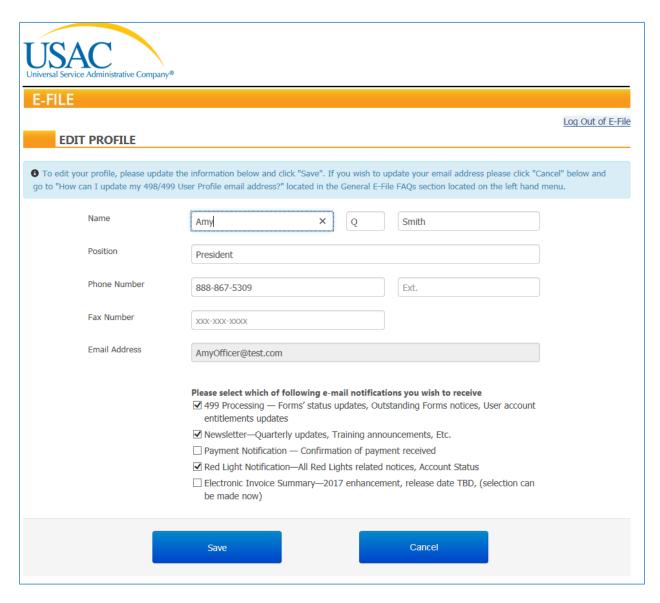


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- At the bottom of the "Edit Profile" page, you will see a list of email notifications you can opt-in to
- Check the box for "Electronic Invoice Summary"
- Click on the box to 'opt in' to receive email notifications.
- Press "Save"



• The system will immediately add you to the list of users that receive email notifications when your monthly invoice summary is available.