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 15th 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 22nd 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"

Online Invoices
How to view and receive your monthly invoice summaries online.

Universal Service Administrative Co.

- 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'"

USAC
Universal Service Administrative Company®

E-FILE

Log Out of E-File

EDIT PROFILE

🛈 To edit your profile, please update the information below and click "Save". If you wish to update your email address please click "Cancel" below and go to "How can I update my 498/499 User Profile email address?" located in the General E-File FAQs section located on the left hand menu.

Name	Amy ✕	Q	Smith
Position	President		
Phone Number	888-867-5309		Ext.
Fax Number	xxx-xxx-xxxx		
Email Address	AmyOfficer@test.com		

Please select which of following e-mail notifications you wish to receive

☑ 499 Processing — Forms' status updates, Outstanding Forms notices, User account entitlements updates

☑ Newsletter—Quarterly updates, Training announcements, Etc.

☐ Payment Notification — Confirmation of payment received

☑ Red Light Notification—All Red Lights related notices, Account Status

☐ Electronic Invoice Summary—2017 enhancement, release date TBD, (selection can be made now)

[Save]   [Cancel]

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