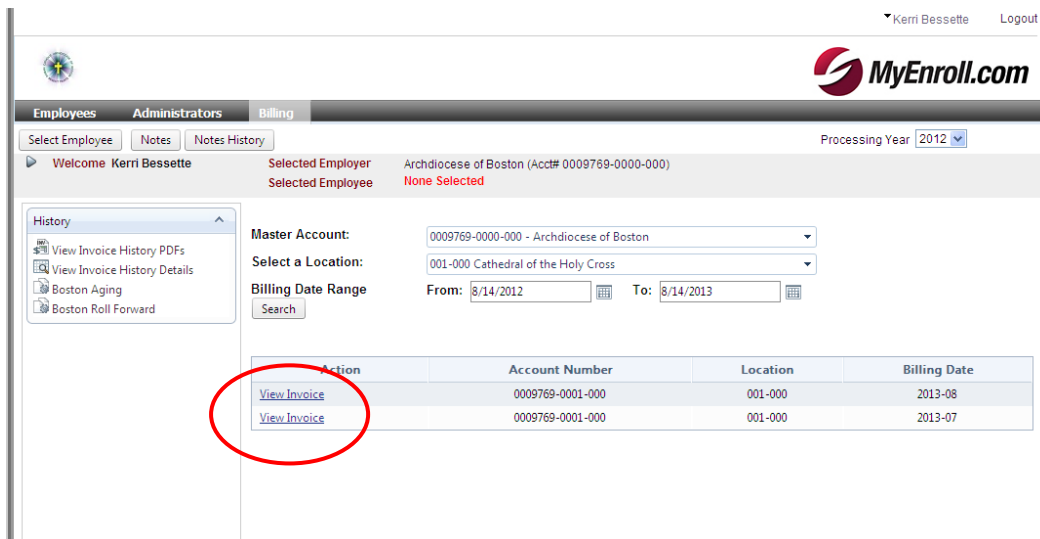


View Billing Information

The Billing Tab allows you to view current and prior monthly invoices.

View Invoice

If you have access to more than one RCAB Institution (ex: 224-002) under your Administrator login, Select a Location. Click on "View Invoice" next to the appropriate month to view a PDF of the Invoice Summary for that period.

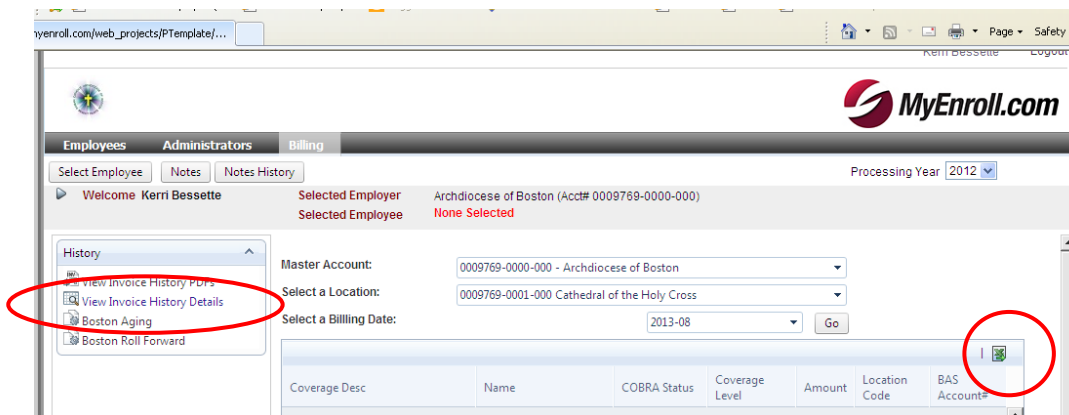


The screenshot shows the MyEnroll.com interface. The 'Billing' tab is active. The 'Selected Employer' is 'Archdiocese of Boston (Acct# 0009769-0000-000)'. The 'Selected Employee' is 'None Selected'. The 'Master Account' is '0009769-0000-000 - Archdiocese of Boston'. The 'Select a Location' is '001-000 Cathedral of the Holy Cross'. The 'Billing Date Range' is 'From: 8/14/2012 To: 8/14/2013'. A table displays the following data:

Action	Account Number	Location	Billing Date
View Invoice	0009769-0001-000	001-000	2013-08
View Invoice	0009769-0001-000	001-000	2013-07

View Invoice Detail

In order to view employee level detail, click View Invoice History Details on the left navigation menu. You can then select the appropriate month and click Go. Once the detail appears you can view it as well as transfer it to Excel by clicking the Excel icon on the upper right of the employee level detail view.



The screenshot shows the MyEnroll.com interface. The 'Billing' tab is active. The 'Selected Employer' is 'Archdiocese of Boston (Acct# 0009769-0000-000)'. The 'Selected Employee' is 'None Selected'. The 'Master Account' is '0009769-0000-000 - Archdiocese of Boston'. The 'Select a Location' is '0009769-0001-000 Cathedral of the Holy Cross'. The 'Select a Billing Date' is '2013-08'. The 'View Invoice History Details' link in the left navigation menu is circled in red. The 'Go' button is also visible. An Excel icon in the upper right corner of the table area is circled in red.