

Accessing Account Balances, Invoices, Statements, & Online Bill Pay

www.briggshealthcare.com

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How to Access Account Balance

- Once you are logged into the website, you are able to view your account balance by clicking the drop down arrow next to your name, and then navigating to the list titled “Billing”, click on “Account Balance”. You can also access by using the navigation menu on the left-hand side of the screen after logging in.

My Account

- OVERVIEW
- PURCHASES
- WISHLIST
- BILLING**
- Account Balance
- Invoices
- Transaction History
- Print a Statement
- SETTINGS

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Account Overview [Sign Out](#)

PURCHASES

[PURCHASES HISTORY](#)
[RETURNS](#)
[REORDER ITEMS](#)
[QUOTES](#)

WISHLIST

[ALL MY LISTS](#)
[MY LIST \(1\)](#)

BILLING

[ACCOUNT BALANCE](#)
[INVOICES](#)
[TRANSACTION HISTORY](#)
[PRINT A STATEMENT](#)

SETTINGS

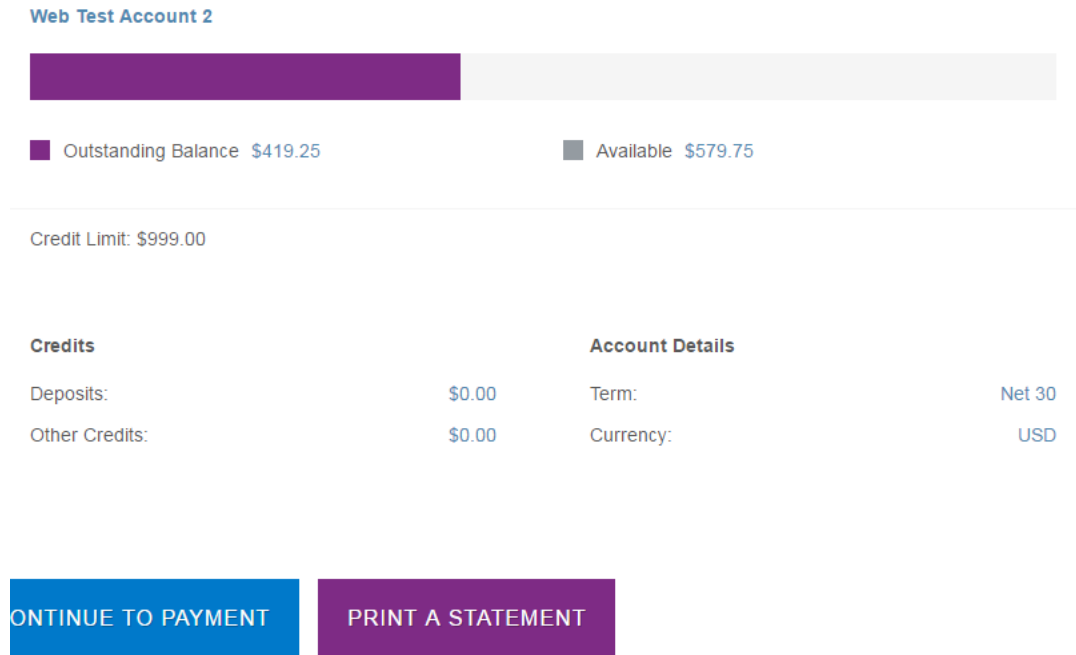
[PROFILE INFORMATION](#)
[EMAIL PREFERENCES](#)
[ADDRESS BOOK](#)
[CREDIT CARDS](#)
[UPDATE YOUR PASSWORD](#)

CASES

[SUPPORT CASES](#)
[SUBMIT NEW CASE](#)

How to Access Account Balance and Statements

- The Account Balance screen will show you your account's outstanding balance, your available balance, and any credits or deposits that have been made.
- You can make payments or print a statement by clicking the blue or purple box at the bottom of the screen.



How to Access Invoices

- You can use the navigation menu on the left-side of the screen, or the drop down arrow next to your name to access invoices as well. You can view your invoices and see the due date, and the invoice amount all at a glance.

Invoices

Open Paid in Full

0 INVOICES SELECTED

Show All

By Due Date

Select All (3)

	Date	Due date	Amount
<input type="checkbox"/> Invoice #B106088	8/7/2018	9/6/2018	\$334.64
<input type="checkbox"/> Invoice #B106112	8/7/2018	9/6/2018	\$75.39
<input type="checkbox"/> Invoice #B106586	8/8/2018	9/7/2018	\$9.22

How to Make A Payment on an Invoice

- To view the invoice details, click on the invoice number you would like to view and it will open up all of the invoice details. This screen also allows you to download the invoice as a PDF, or to make a payment on the invoice using a credit card.

Invoice #B106088

\$334.64



Invoice Date: 8/7/2018

Status: Open

Created from: Purchase #SB91382

Due Date: 9/6/2018

PRODUCTS (3)

	\$27.50
SKU:	
Style: Reinforced Edge	
This item is no longer available	
Unit price: \$27.50	
Quantity: 2	
Amount: \$55.00	
	\$45.00
SKU:	

SUMMARY

Subtotal 9 Items	\$334.64
Tax Total	\$0.00
Shipping	\$0.00
Handling	\$0.00
Amount Due	\$334.64

[MAKE A PAYMENT](#)

[DOWNLOAD AS PDF](#)

How to Make A Payment on an Invoice

- When you have selected “Make a Payment”, you will be directed to the payment screen.
- Step One is to select invoices to pay by clicking the checkbox next to any invoices you are making a payment on.
- Once selection(s) have been made, click “Continue”.

Make a Payment

1. SELECT INVOICES TO PAY / 2. PAYMENT AND REVIEW

SELECT INVOICES TO PAY

Show All



By Due Date

Select All (3)

Invoice No.	Due date	Amount	
<input checked="" type="checkbox"/> Invoice #B106088	9/6/2018	\$334.64	EDIT PAYMENT
<input type="checkbox"/> Invoice #B106112	9/6/2018	\$75.39	
<input type="checkbox"/> Invoice #B106586	9/7/2018	\$9.22	

PAYMENT SUMMARY

Invoices (1) \$334.64
Estimated payment \$334.64

[CONTINUE](#)

[CONTINUE](#)


How to Make A Payment on an Invoice

- You will be directed to the Payment screen where you can use a credit card to apply payment to your selected invoice(s).
- When complete, click “Submit”

Payment Method

Credit / Debit Card

Required *

 – Ending in 0102

Linda A. Hill
Expires 04/2021

Security Number *

?

EDIT CARD

CHANGE CARD

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PAYMENT SUMMARY

Invoices (1)	\$334.64
Deposits Subtotal	\$0.00
Credits Subtotal	\$0.00
Payment Total	\$334.64

Add your credit card security code (CSC/CVV) before submitting the payment

SUBMIT

INVOICES (1)

	Amount
Invoice #B106088	\$334.64
Invoices Subtotal:	\$334.64

BACK

SUBMIT