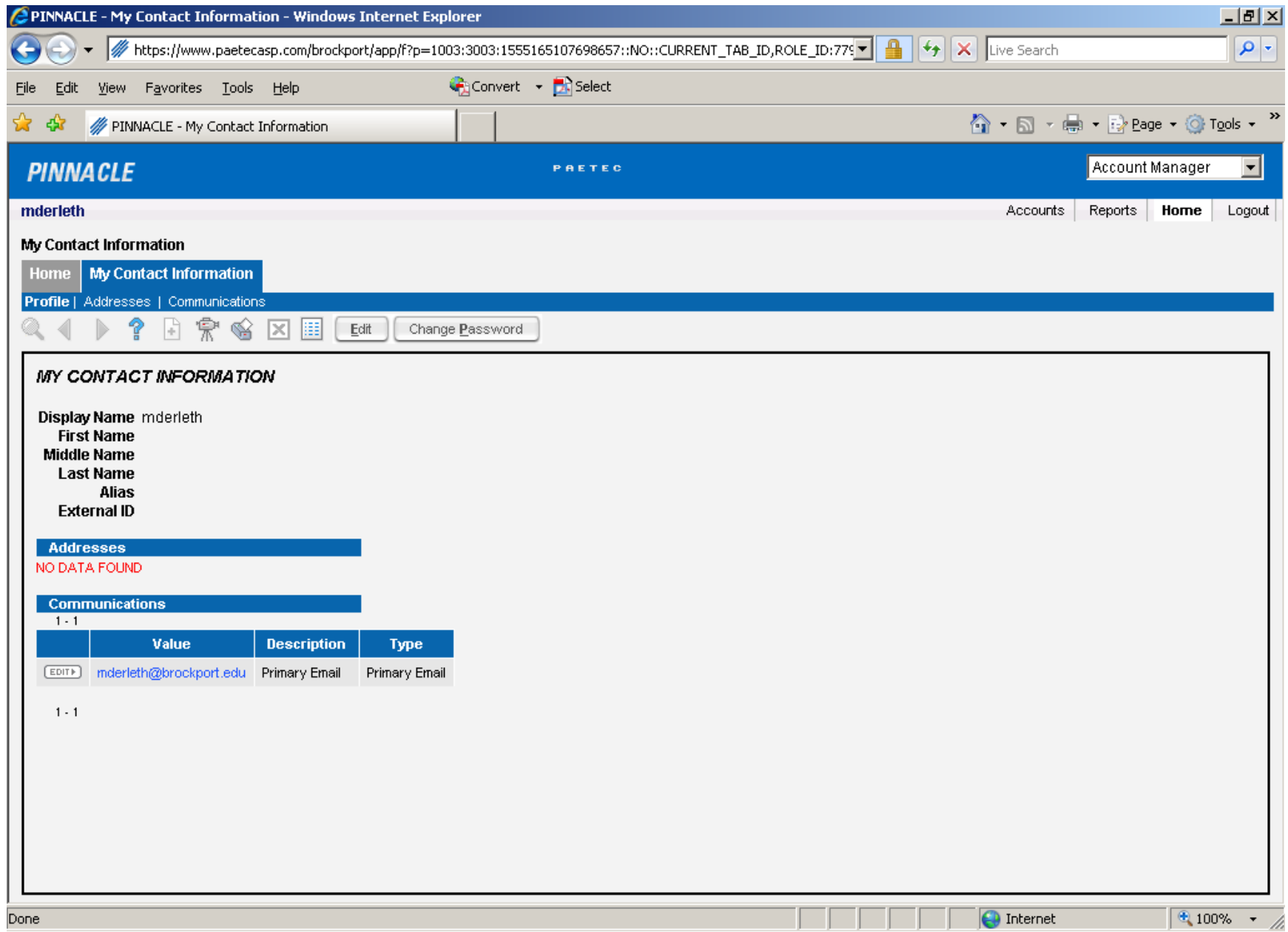
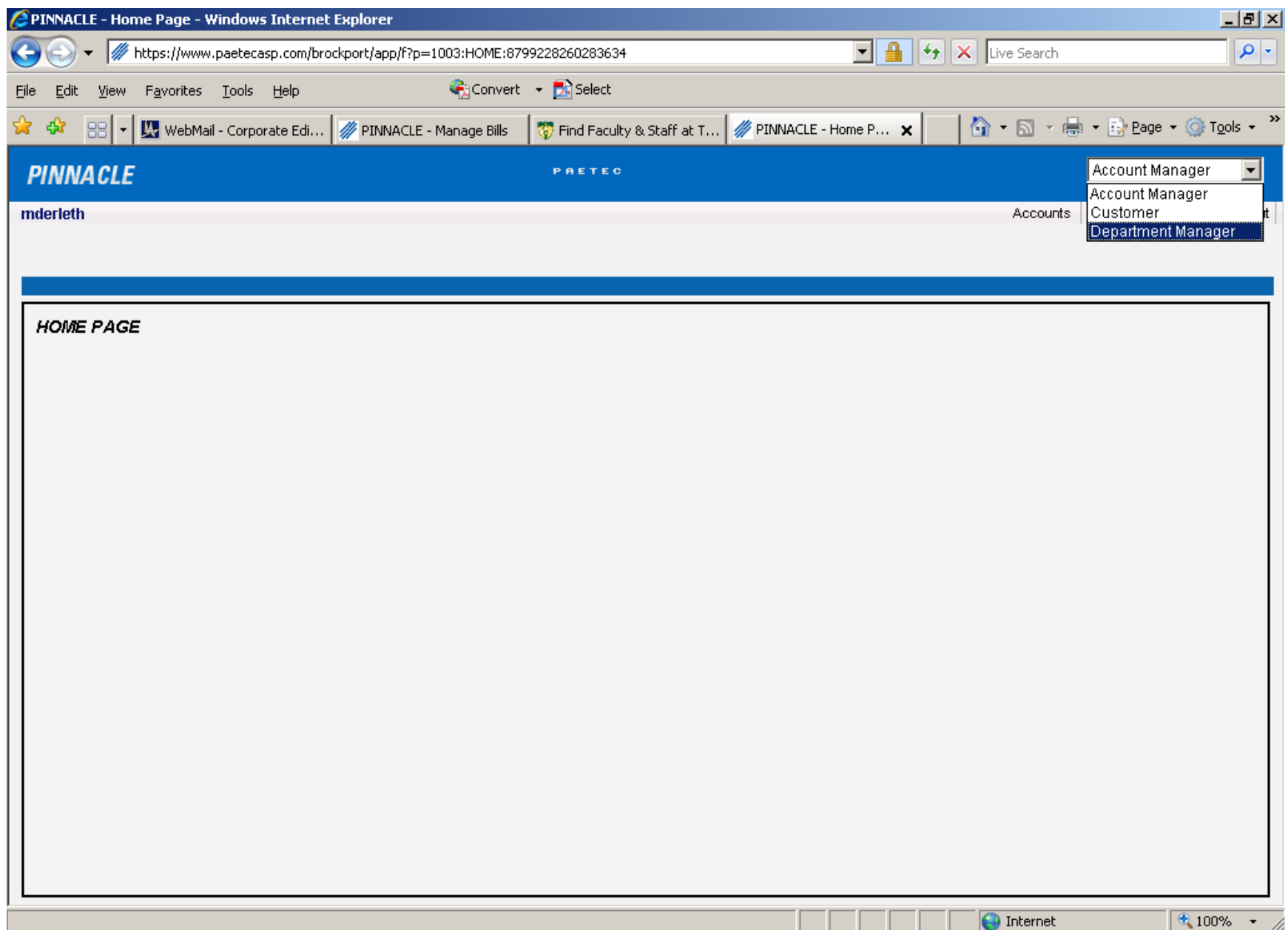


To change your password, go to "Home" then "My Contact Information", click the "Change Password" button



To access Departmental Billing:

1. (after logging in) Choose **Department Manager** from the drop down menu in the upper right hand corner of the screen.



1. Beneath the drop down menu a set of links will appear. Click the **Billing** link.
2. Click Search and then click the date of the bill you want to view.

**DEPARTMENT BILLING**

Quick Search

Billing Date: [ ] - [ ]

Department Number: [ ] Department Name: [ ]

Division: (all) [Select]

1 - 2 Display 15 rows per page

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	23-FEB-2010	Bus Admin/Econo	Business Admin/Econo	ACADEMIC	Academic	177.33	177.33
<input type="checkbox"/>	27-JAN-2010	Bus Admin/Econo	Business Admin/Econo	ACADEMIC	Academic	224.19	224.19

1 - 2

To see your bill, click "View Report" if no report appears, you may have to turn off your Pop-Up Blocker

**DEPARTMENTAL BILL SUMMARY**

Billing Date: 23-FEB-2010 Department Number: Bus Admin/Econo Department Name: Business Admin/Econo

Summary Of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	0.00	69
One Time Charges	44.80	10
Usage	132.53	532

Bill Run Statistics

	Total Due	Total Records
Total Bills	177.33	44

You may also use this screen to view individual bills, separate out Non-Usage or Usage Charges. You can even list the Phone Numbers assigned to your department by clicking "Services"