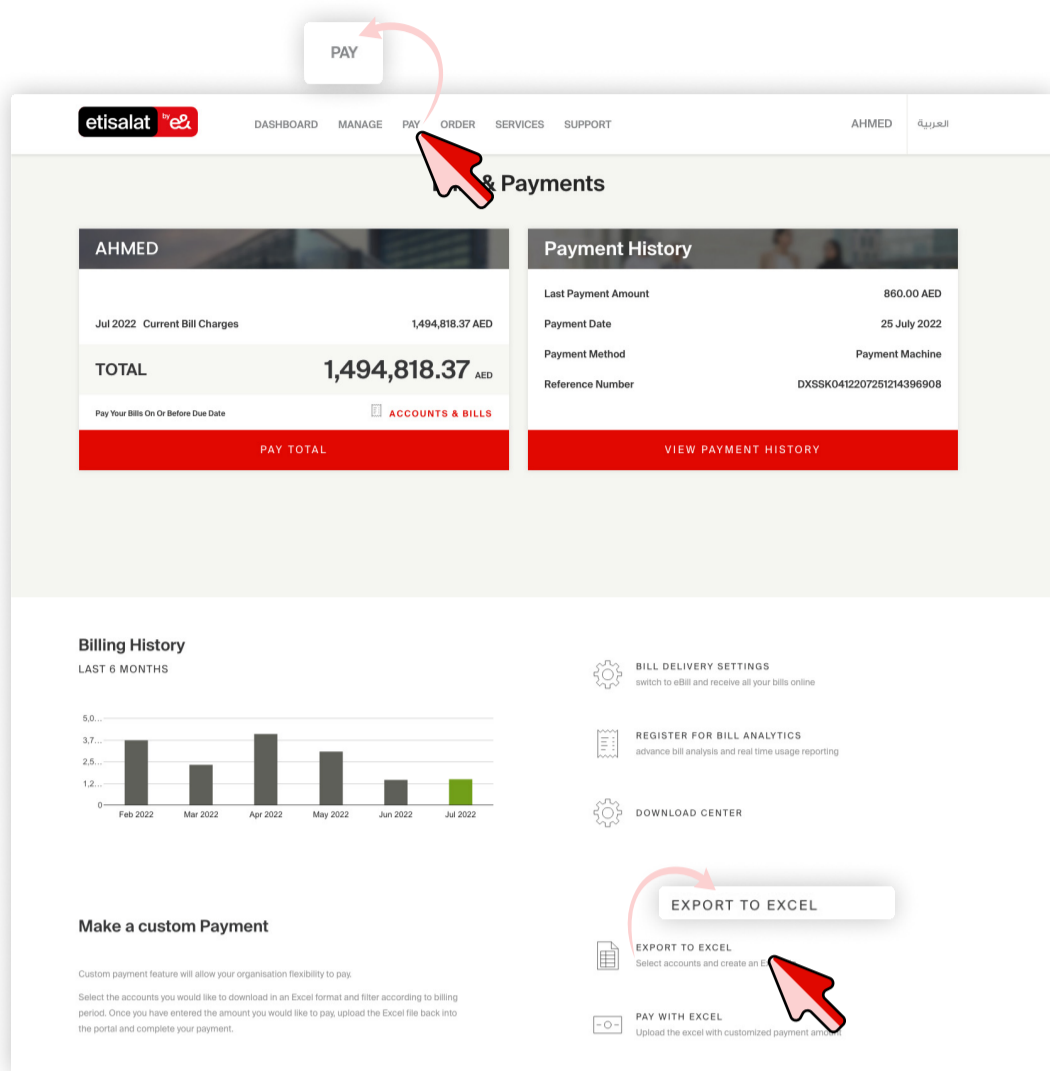


Guide to export billing report to Excel

Simply follow the easy steps below

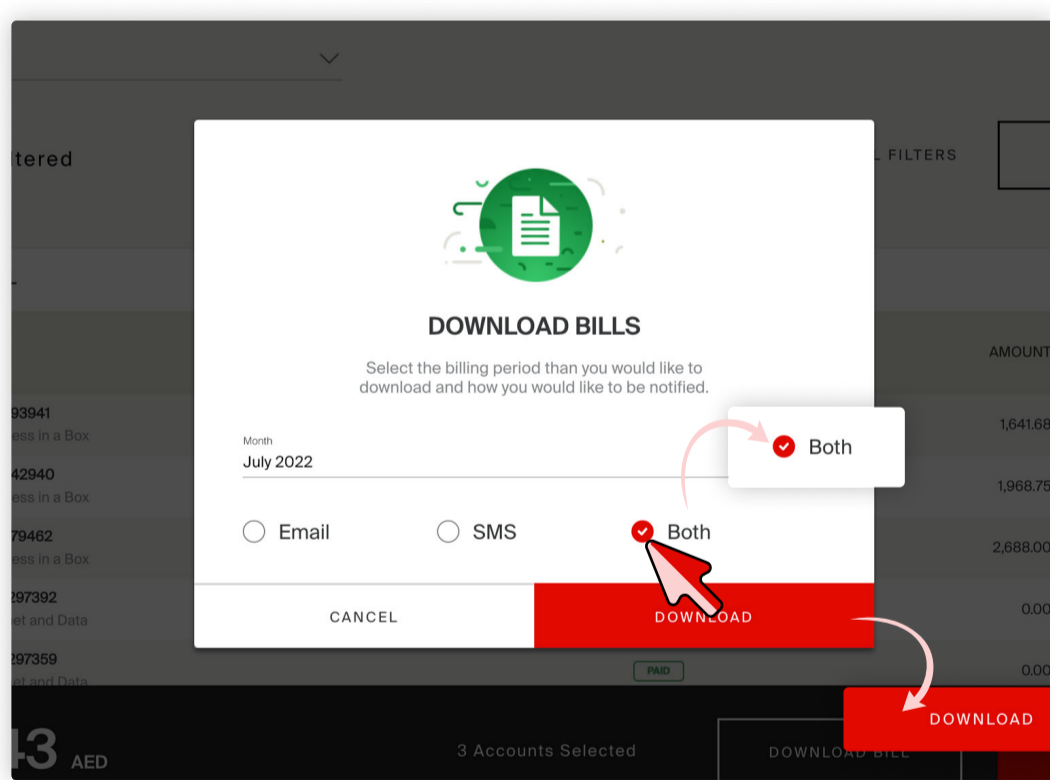
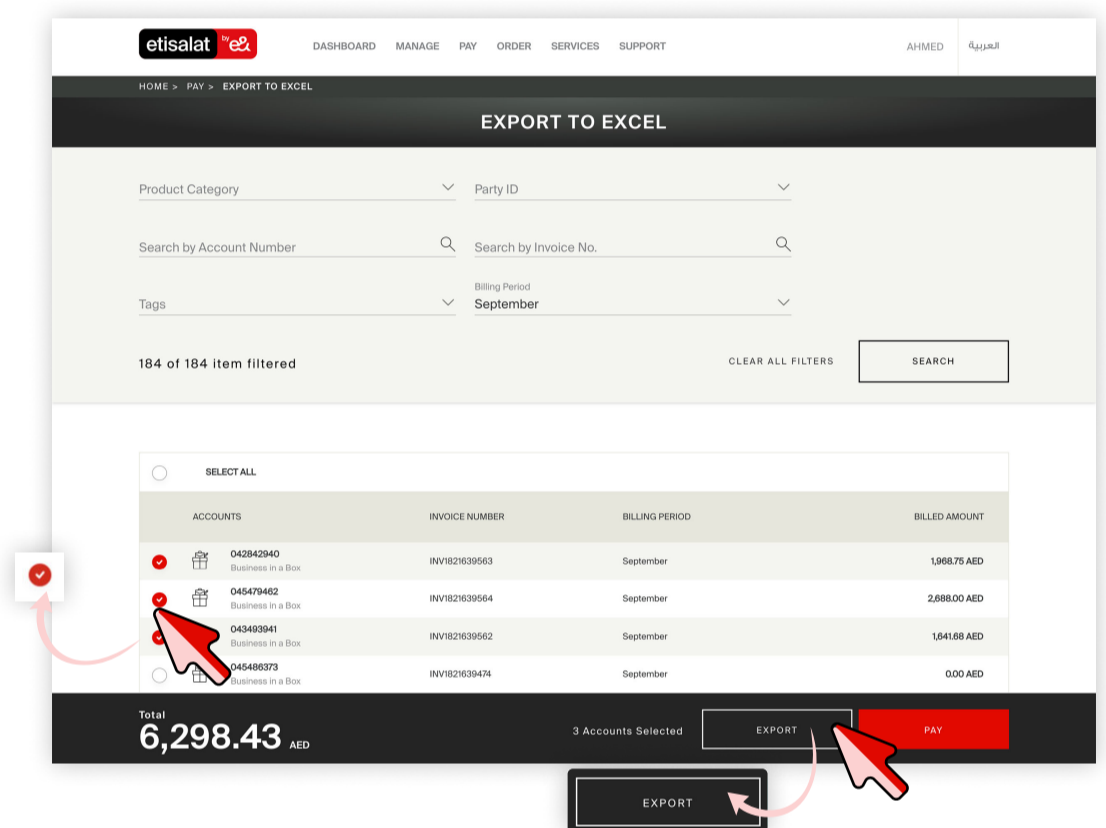


Step 1:

Log in and go to the 'PAY' tab and select 'EXPORT TO EXCEL'

Step 2:

Select 'BILL PERIOD' to export and Click 'EXPORT'

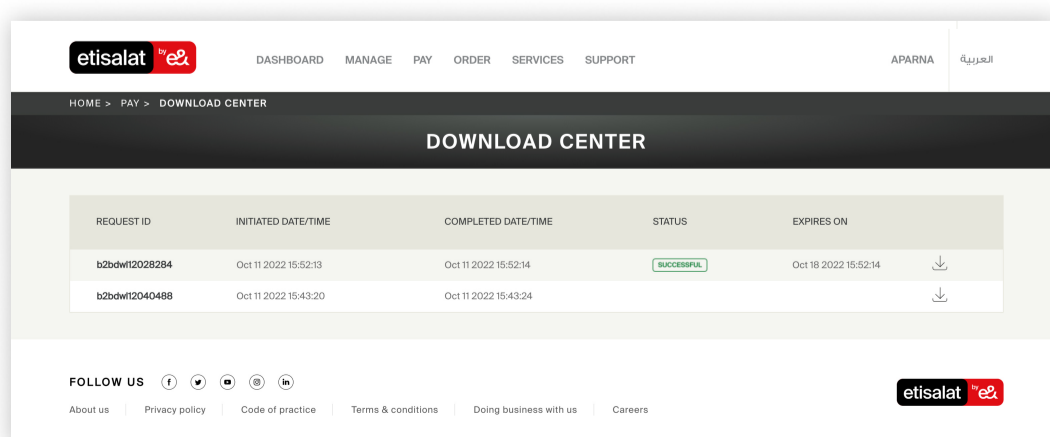
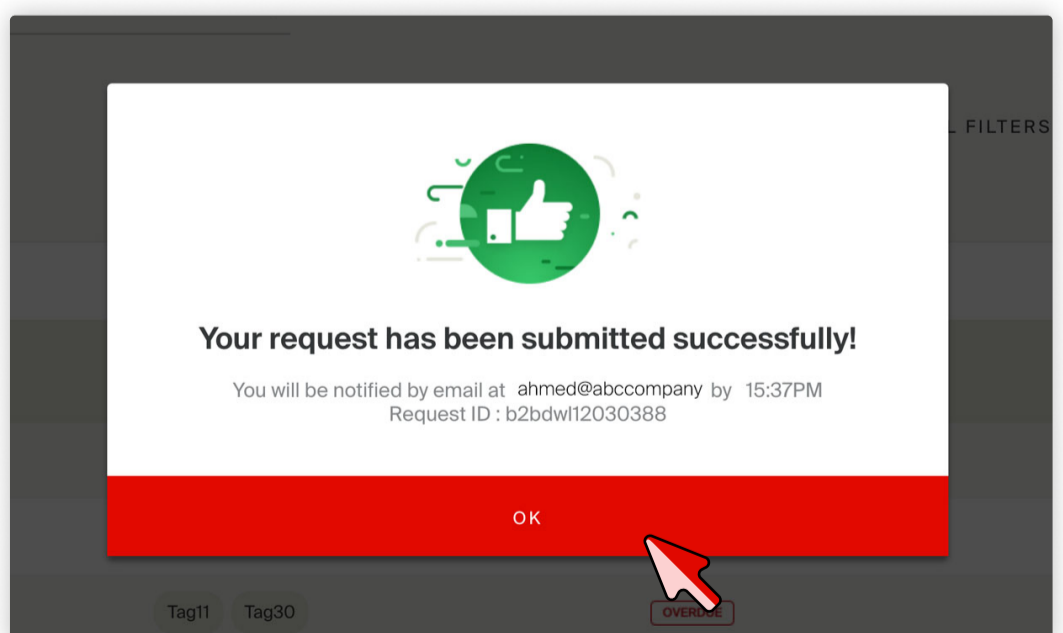


Step 3:

Choose notification type EMAIL, SMS or BOTH, and Select 'DOWNLOAD'

Step 4:

You will receive the email notification with the link to download the Excel File



Step 5:

Follow the link you received to download the Excel file from the 'DOWNLOAD CENTER' page