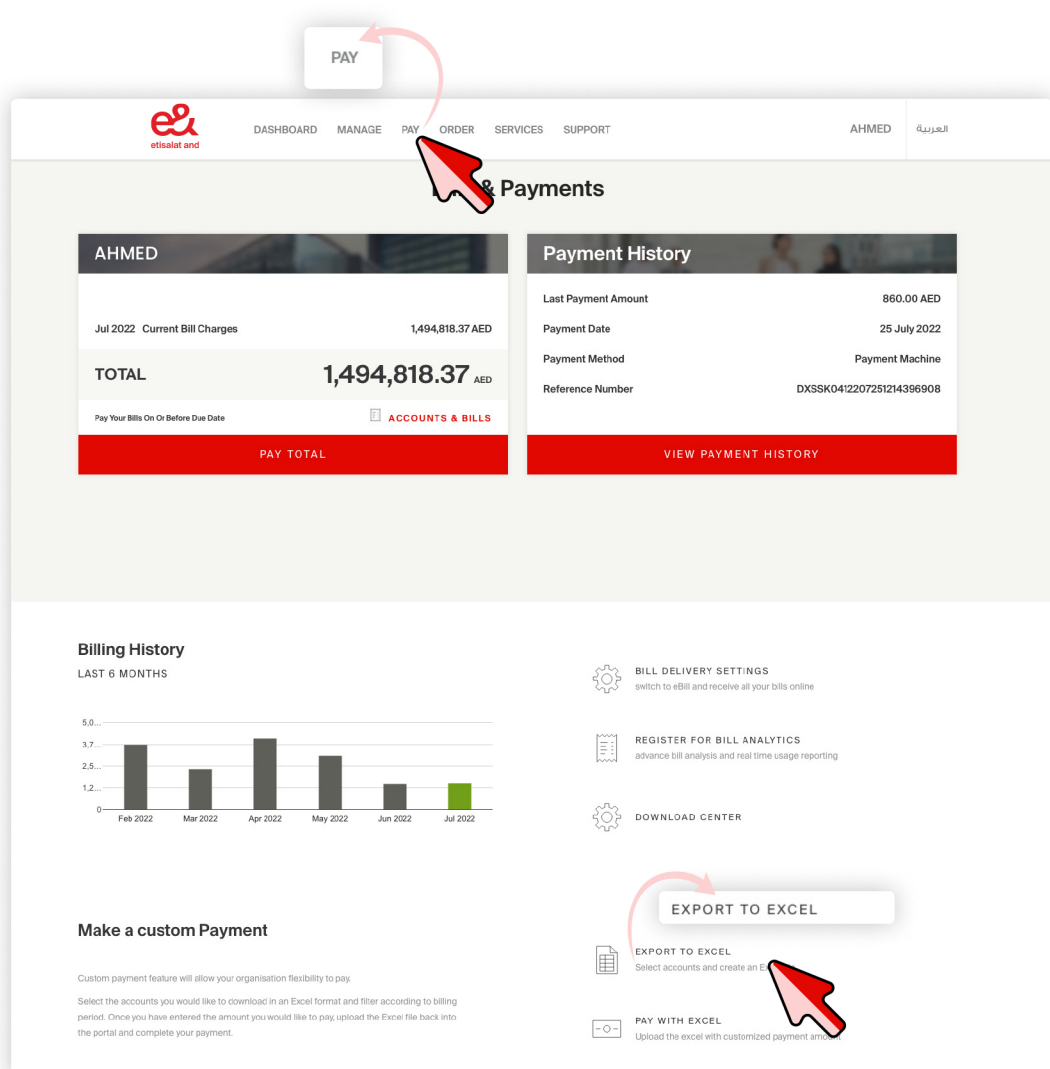


# Guide to export billing report to Excel

Simply follow the easy steps below

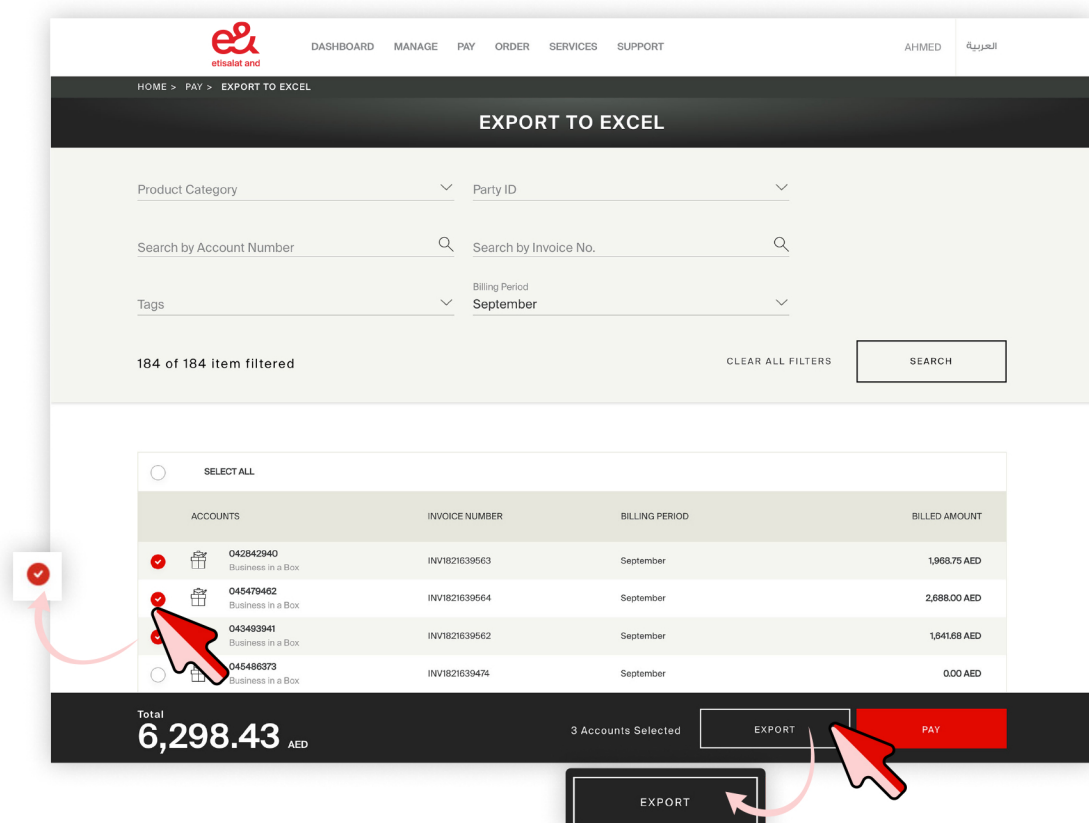


## Step 1:

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

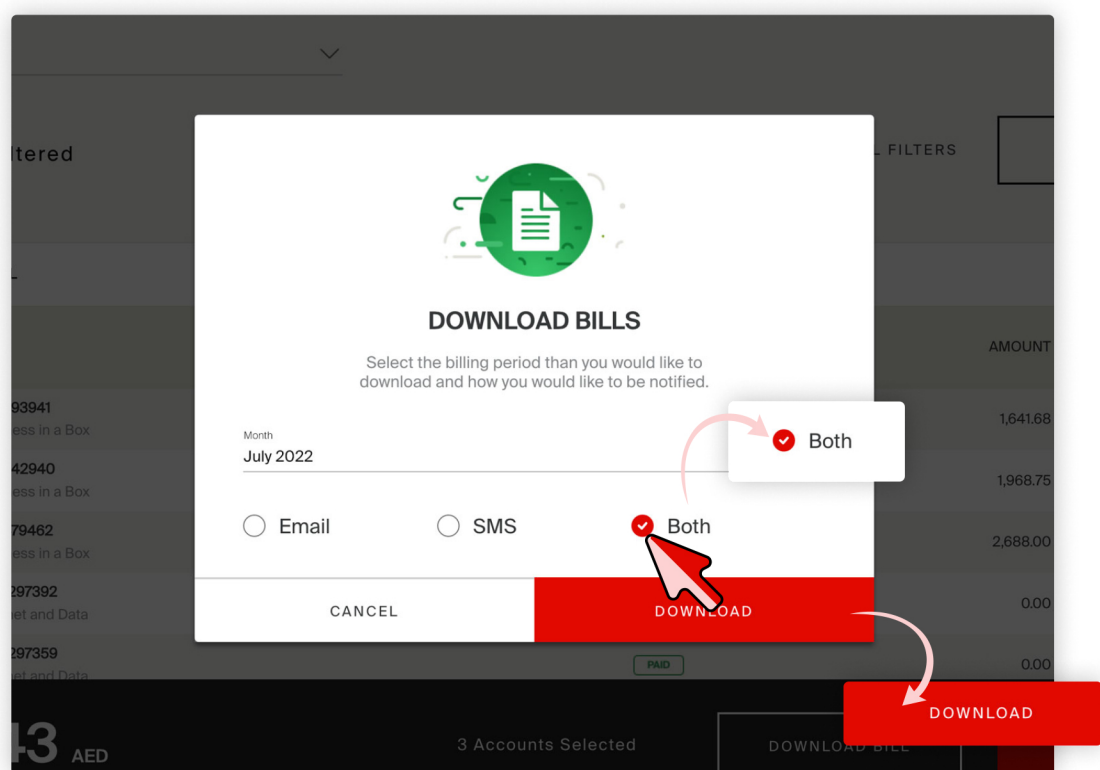
## Step 2:

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



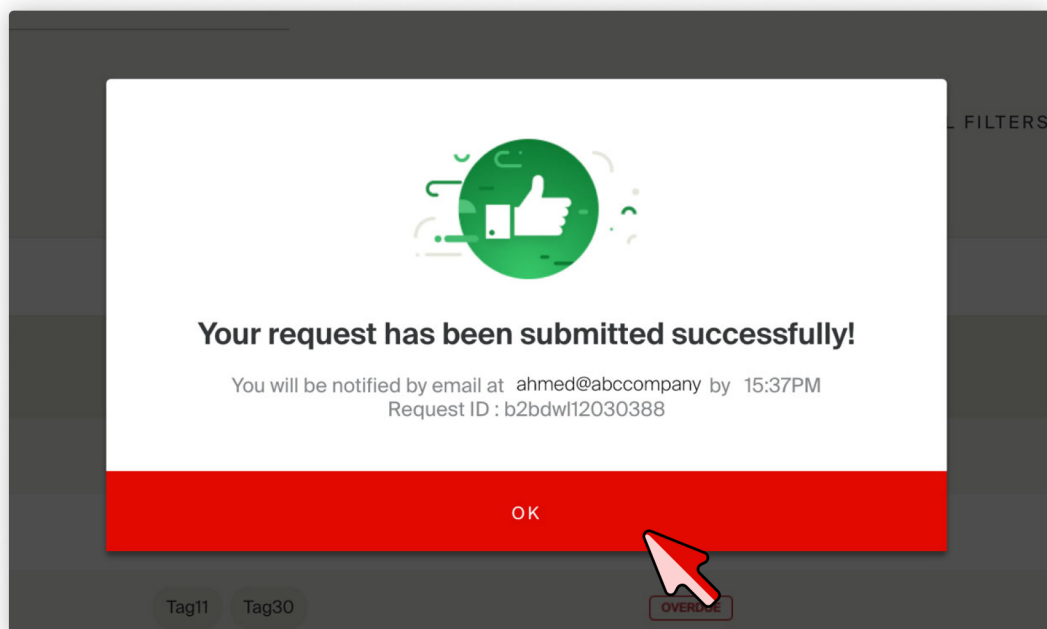
## Step 3:

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

