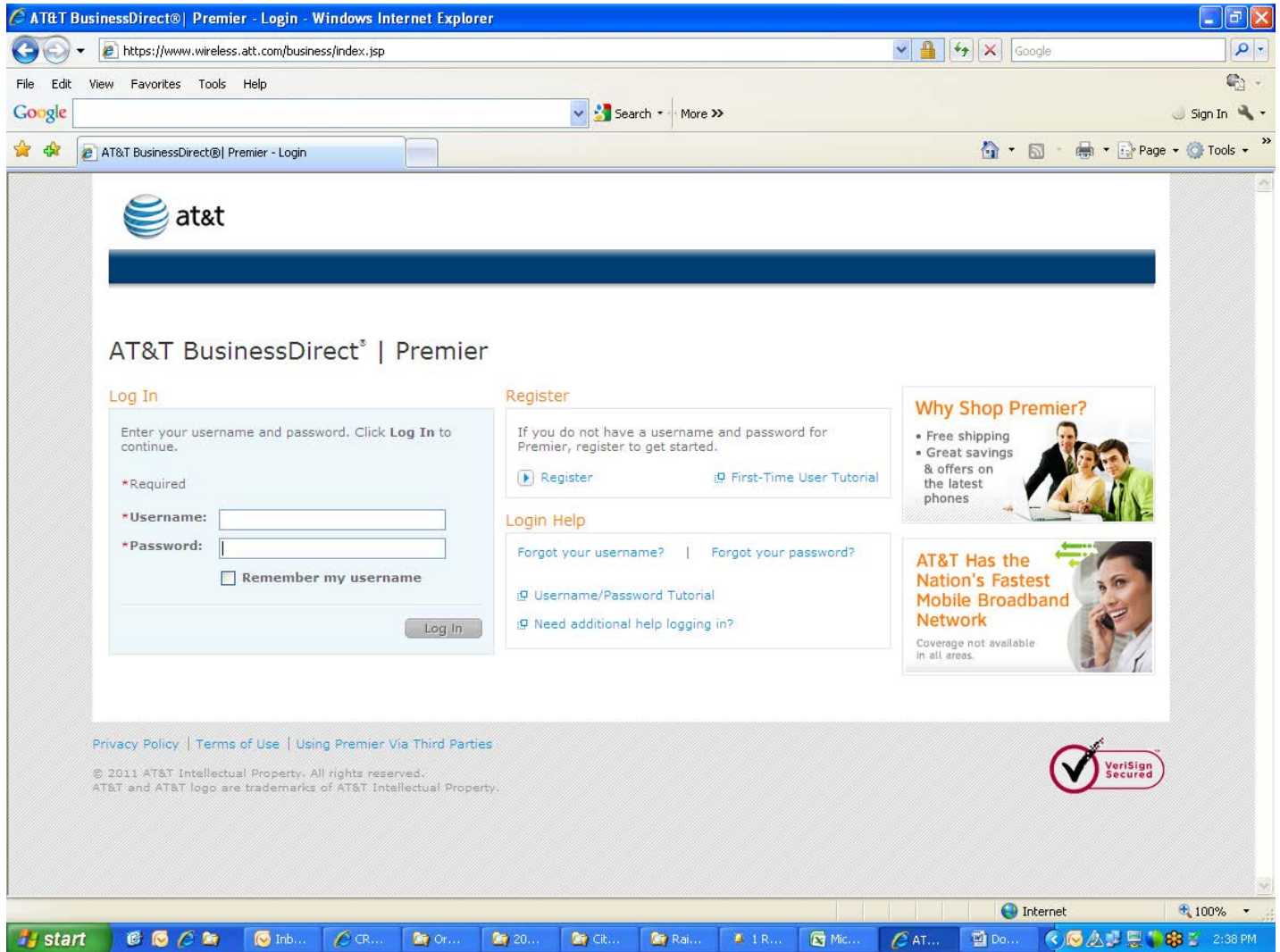


How to download your AT&T bills from Premier

1.) Type in your username and password. Then click the “Log In” button:



The screenshot shows the AT&T BusinessDirect Premier login page in a Windows Internet Explorer browser window. The address bar displays the URL <https://www.wireless.att.com/business/index.jsp>. The page features the AT&T logo at the top left and the heading "AT&T BusinessDirect® | Premier".

The main content area is divided into three sections:

- Log In:** A light blue box containing the instruction "Enter your username and password. Click **Log In** to continue." Below this are two input fields: "Username:" and "Password:". A "Remember my username" checkbox is located below the password field. A "Log In" button is positioned at the bottom right of the box.
- Register:** A white box with the text "If you do not have a username and password for Premier, register to get started." It includes a "Register" button and a link for "First-Time User Tutorial".
- Login Help:** A white box with the heading "Login Help" and three links: "Forgot your username?", "Forgot your password?", and "Need additional help logging in?".

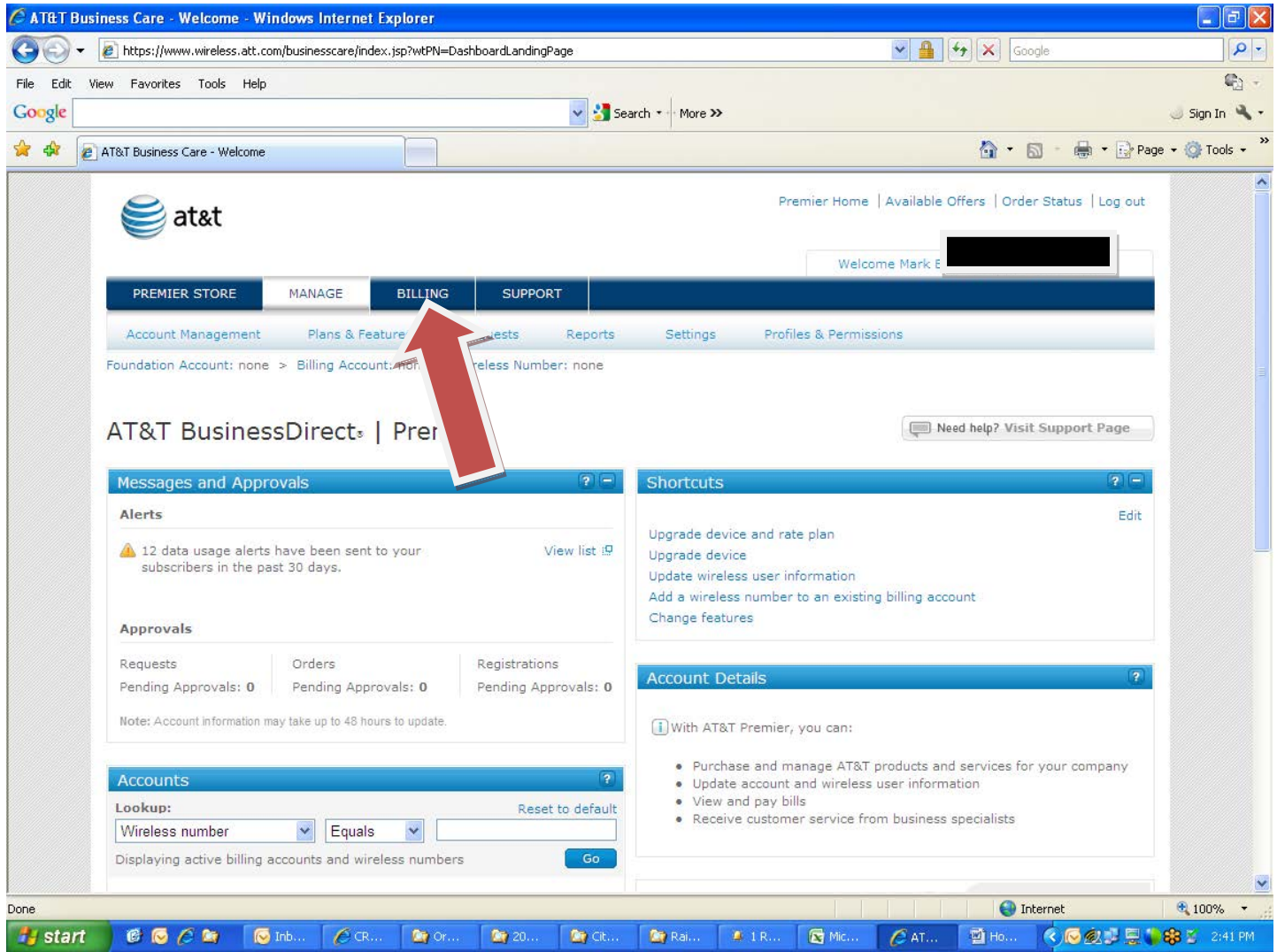
On the right side of the page, there are two promotional banners:

- Why Shop Premier?:** A banner with a photo of three people and the text: "Free shipping", "Great savings & offers on the latest phones".
- AT&T Has the Nation's Fastest Mobile Broadband Network:** A banner with a photo of a woman on a phone and the text: "Coverage not available in all areas."

At the bottom of the page, there are links for "Privacy Policy", "Terms of Use", and "Using Premier Via Third Parties". A copyright notice states: "© 2011 AT&T Intellectual Property. All rights reserved. AT&T and AT&T logo are trademarks of AT&T Intellectual Property." A "VeriSign Secured" logo is also present in the bottom right corner.

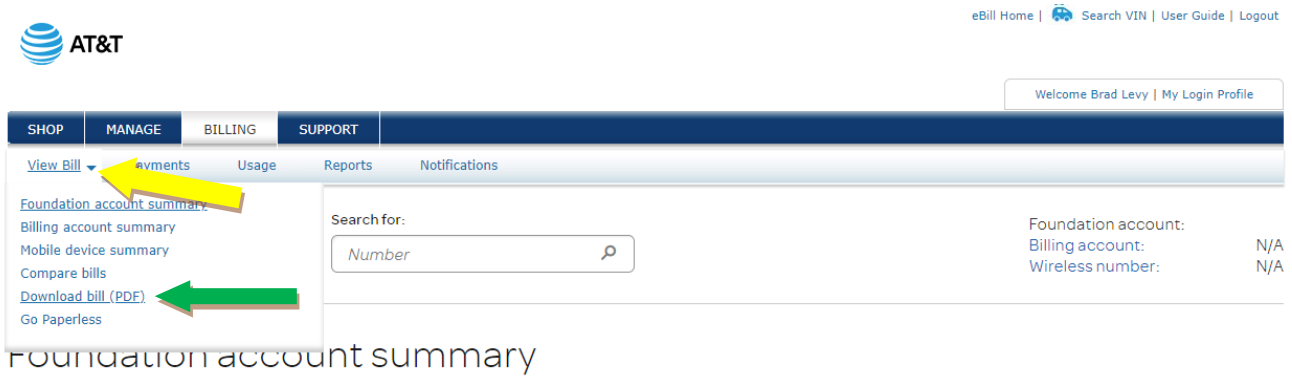
The Windows taskbar at the bottom shows the Start button, several open application windows, and the system tray with the time 2:38 PM and date 10/20/11.

2.) Click the dark blue "Billing" tab towards the top left of the page:

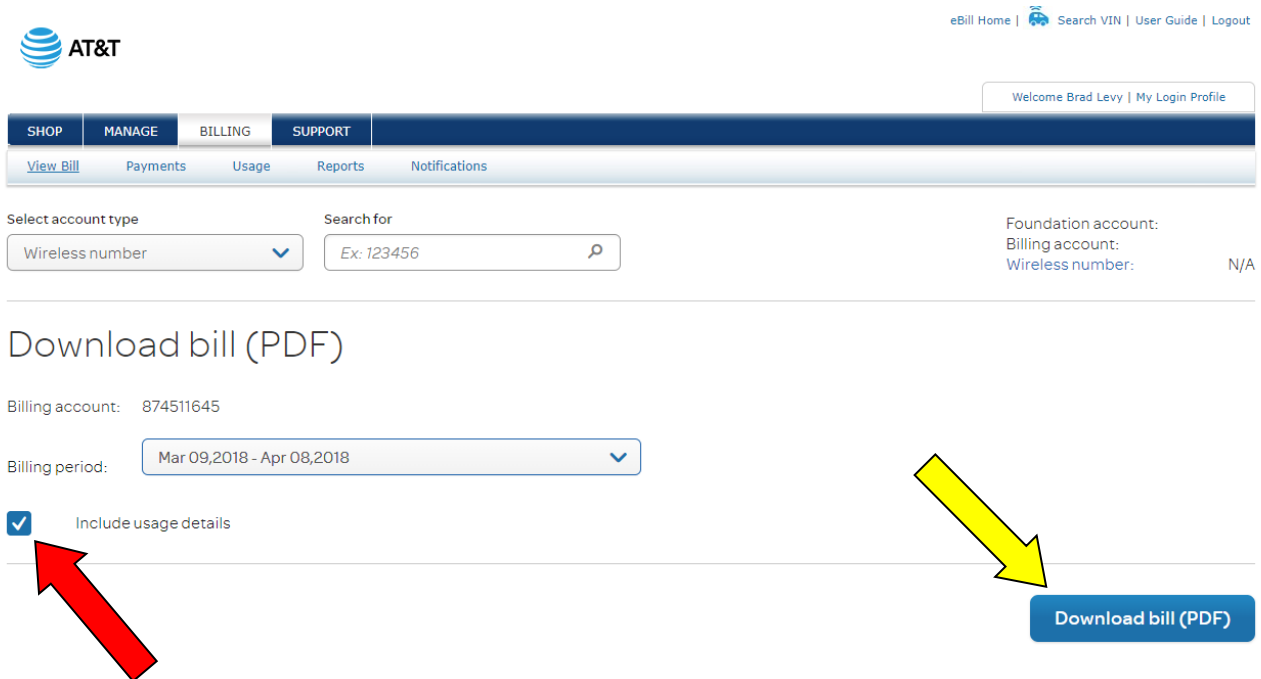


Phase 1

3.) Then click the "View Bill" menu and select the "Download Bills" option



4.) Click the "Include usage details" box and then click "Download bill (PDF)" to download the most recent bill.



5.) Follow this same procedure to download the two prior months so that you have your most recent 3 bills saved in PDF format.



Welcome Brad Levy | My Login Profile

SHOP | MANAGE | BILLING | SUPPORT

[View Bill](#) | [Payments](#) | [Usage](#) | [Reports](#) | [Notifications](#)

Select account type: Wireless number [v]

Search for: Ex: 123456 [magnifying glass icon]

Foundation account:
Billing account:
Wireless number: N/A

Download bill (PDF)

Billing account:

Billing period:


Include u

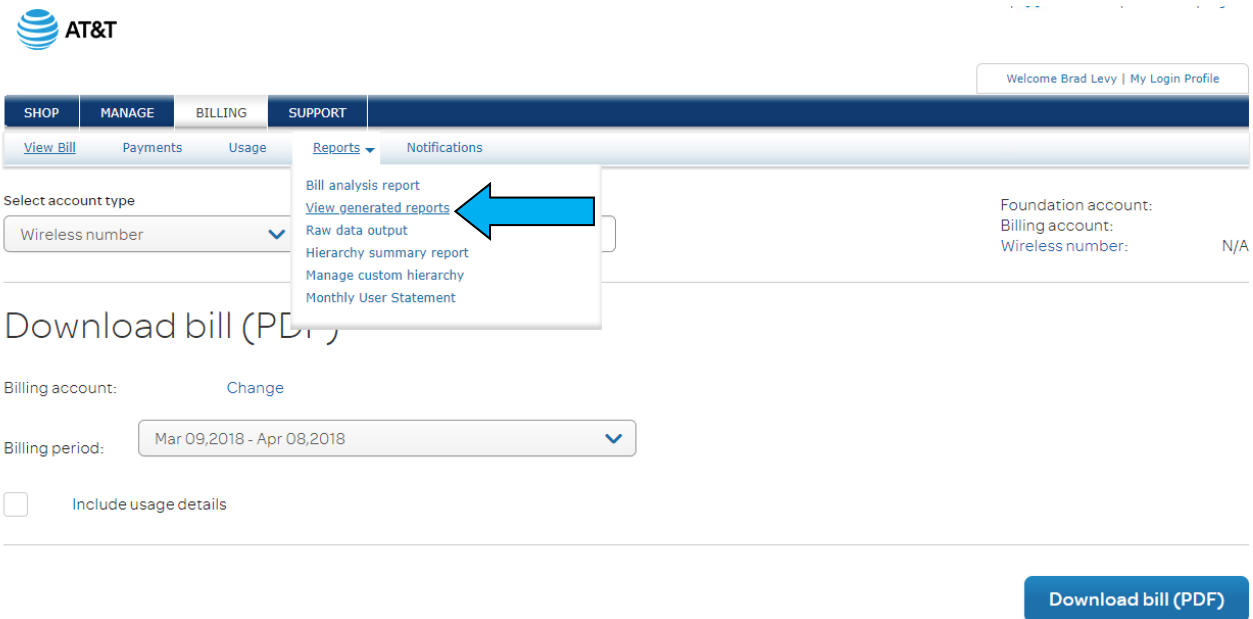
- Mar 09,2018 - Apr 08,2018 [v]
- Mar 09,2018 - Apr 08,2018
- Feb 09,2018 - Mar 08,2018 ←
- Jan 09,2018 - Feb 08,2018 ←
- Dec 09,2017 - Jan 08,2018
- Nov 09,2017 - Dec 08,2017
- Oct 09,2017 - Nov 08,2017
- Sep 09,2017 - Oct 08,2017
- Aug 09,2017 - Sep 08,2017
- Jul 09,2017 - Aug 08,2017

Loading...

6.) If you get a message that the bill/s will be available within 1 – 24 hours you can go back to “View generated reports” under the ‘Reports’ menu and download them when they are available.

Download bill (PDF)

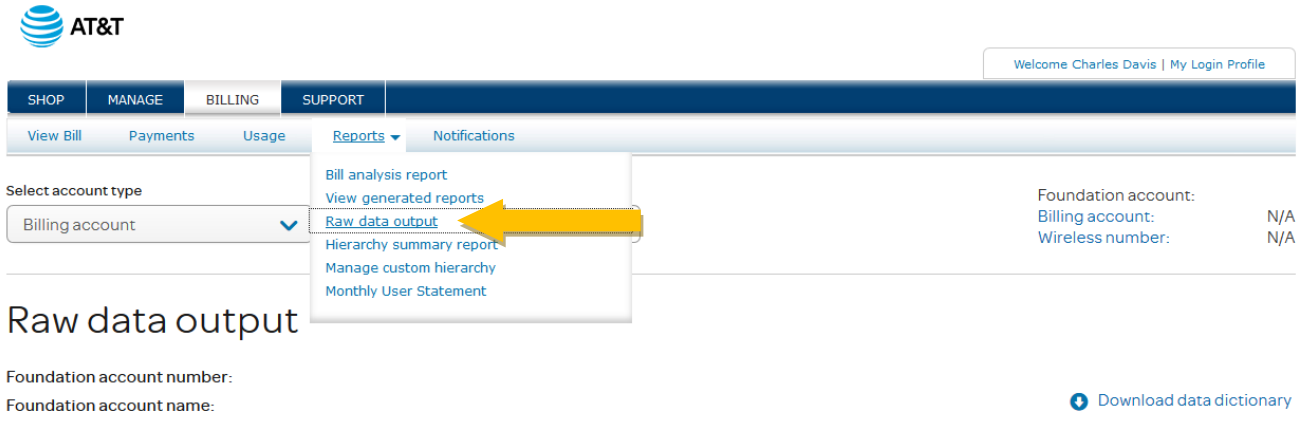
 The bill image PDF will be available for download from the "View Generated Reports" section within 1 to 24 hours. Timelines of delivery is dependent upon invoice file size and system wide volume of requests



The screenshot shows the AT&T account management interface. At the top left is the AT&T logo. A navigation bar contains tabs for SHOP, MANAGE, BILLING, and SUPPORT. Under the BILLING tab, there are sub-tabs for View Bill, Payments, Usage, Reports, and Notifications. The Reports dropdown menu is open, showing options: Bill analysis report, View generated reports (highlighted with a blue arrow), Raw data output, Hierarchy summary report, Manage custom hierarchy, and Monthly User Statement. On the right side, there is a user profile section with the text "Welcome Brad Levy | My Login Profile" and account information: "Foundation account:", "Billing account:", and "Wireless number: N/A". Below the navigation bar, there is a section titled "Download bill (PDF)" with a "Change" link next to "Billing account:". A dropdown menu for "Billing period:" is set to "Mar 09,2018 - Apr 08,2018". There is an unchecked checkbox for "Include usage details". At the bottom right, there is a blue button labeled "Download bill (PDF)".

Phase 2

8.) Once you've downloaded the PDF copies of your most recent 3 billing statements, please click on the "Reports" menu and select "Raw data output".



The screenshot shows the AT&T customer portal interface. At the top left is the AT&T logo. A navigation bar contains tabs for SHOP, MANAGE, BILLING, and SUPPORT. Below this is a secondary menu with options: View Bill, Payments, Usage, Reports (selected), and Notifications. A dropdown menu is open under 'Reports', listing: Bill analysis report, View generated reports, Raw data output (highlighted with a yellow arrow), Hierarchy summary report, Manage custom hierarchy, and Monthly User Statement. On the right side, there is a user greeting: 'Welcome Charles Davis | My Login Profile'. Below the navigation, there are account details: 'Foundation account: N/A', 'Billing account: N/A', and 'Wireless number: N/A'. The main content area is titled 'Raw data output' and includes fields for 'Foundation account number:' and 'Foundation account name:'. A 'Download data dictionary' link is located in the bottom right corner.

9.) It should default to the most recent Foundation Account Cycle, which may not necessarily be the same as the bill cycle. Generally, the Foundation Account Cycle follows about 2 weeks after the bill, so in the below example the May 9th rawdata is for the bill period ending April 27th.

1st - Under 'Select file format', select "Pipe delimited text (TXT)" as the File Format (as opposed to (CSV) format)

2nd - Check the box to 'Include call detail records'.

3rd - Click 'Generate data file'.

Create a raw data file

Complete the form to request a raw data file and generate it offline. Within 24 hours you can download the file from the [View Generated Reports](#) page. To send a copy of the file to a person or a server automatically, add a delivery profile to your file settings.

You can save your output settings and automatically generate a raw data file each bill cycle. To manually generate a file, open the file request from the Saved Reports table, make changes if you'd like, and click **Generate data file**.

Select raw data file settings

Select foundation account billing period: ?

May 09, 2018

1st

Select file format:

Pipe delimited text (TXT)

Include call detail records? ?

Yes

No

2nd

Save these settings

3rd

Generate data file

4th - You will then get confirmation the file will be ready for download within 24 hours

Select account type

Billing account

Search for

Search

Foundation account:

Billing account:

Wireless number:

N/A

N/A

Raw data output



Your raw data output file will be ready for download from the View Generated Reports page within 24 hours.

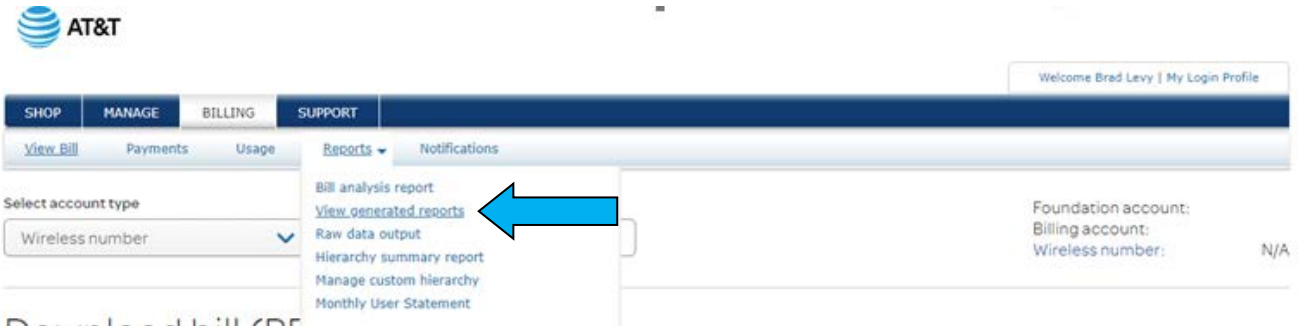


Foundation account number:

Foundation account name:

[Download data dictionary](#)

10.) Just like the bill PDFs, these will be available to download later in the 'View generated reports' section. There should be two files for each billing period, one that says Raw Data Summary and one that says Raw Data Usage. Download both files for each billing period (total of 6) but DO NOT change the file names, just save them AS IS in the same folder with the corresponding bill PDF.



View generated reports

Foundation account name:

Billing account name:

Billing reports and download files are available for 45 days. Files larger than 5 MB are compressed (using ZIP or GZIP).

Note: Files will be automatically deleted after 45 days.

1 - 6 of 6

File Name	File Type	File Description	File Generated	Size	Delete
rawdataoutput_0802..._20180509_v1106_1526940850258	TXT	Raw Data Summary for FAN08026565 May 09, 2018	May 21, 2018	1.39 MB	<input type="checkbox"/>
rawdataoutput_0802..._20180509_v1106_1526940850412_CDR	TXT	Raw Data Usage for FAN08026565 May 09, 2018	May 21, 2018	2.9 MB	<input type="checkbox"/>
rawdataoutput_0802..._20180409_v1106_1526940850882	TXT	Raw Data Summary for FAN08026565 Apr 09, 2018	May 21, 2018	1.53 MB	<input type="checkbox"/>
rawdataoutput_0802..._20180409_v1106_1526940851133_CDR	TXT	Raw Data Usage for FAN08026565 Apr 09, 2018	May 21, 2018	3.88 MB	<input type="checkbox"/>

11.) Repeat steps 9 and 10 until you have both Raw Data Output text files for each of the monthly billing statements you downloaded bills for.