

1. Go to <http://www.verizonenterprise.com/>
2. Select **Sign In/Register**
3. Click on **View Invoices**
4. Choose Account

Go to next page below for continued instructions

The screenshot shows the Verizon Enterprise account management interface. At the top, there is a navigation bar with the Verizon logo, 'Manage Account', and 'Support' links. A search bar is located on the right. Below the navigation bar, the breadcrumb trail reads 'Home / View invoices'. The main heading is 'Account summary - wireless'. Underneath, there are options for 'Structure Default', 'Position Default', and a 'Change default' link. A dropdown menu for 'Accounts' is open, showing a list of account IDs: 8693-00001, 8693-00001, 3094-00001, 7163-00001, 1463-00001, 0539-00001, 0539-00005, 10025-00001, and 10245-00001. The current account selected is 8693-00001. To the right of the dropdown, the word 'Balance' is followed by a large, bold amount: '\$15,746.34'. Below this, there is a 'Remit slip' button and a 'Need to know' link. At the bottom, there is a 'Quick bill summary' section for the period 'Oct 07 - Nov 06', with a 'Breakdown of total charges and usage' link and a '+Show details' link. The summary table is as follows:

Previous balance	\$8,037.12
No payment received	
Balance forward	\$8,037.12
Monthly charges	\$6,503.89

5. We will need 3 most recent months of invoices
6. Click to **select the months**
7. Then **click here to download**
8. Save the file and repeat step 6

Accounts

593-00001 ^

Real-time balance **\$15,746.34**

**Pay bill** **Remit slip**

**Invoice summary** [Need to know](#)

Statement date

Nov 06, 2018 ^

Nov 06, 2018 approximately 5 days after the last bill end date.

Oct 06, 2018 [Breakdown of total charges and usage](#)

Sep 06, 2018 [+ Show details](#)

Aug 06, 2018 **\$8,037.12**

Jul 06, 2018

Jun 06, 2018

May 06, 2018 **\$8,037.12**

Apr 06, 2018 **\$6,503.89**

Mar 06, 2018 **\$1.99**

Feb 06, 2018


Jan 06, 2018 **\$260.89**

Dec 06, 2017 **\$405.51**

**Taxes, governmental surcharges & fees** **\$416.38**

Opening BillSummary\_20181114100217.pdf

You have chosen to open:

 **BillSummary\_20181114100217.pdf**  
which is: Foxit PhantomPDF PDF Document (4.5 MB)  
from: blob:

What should Firefox do with this file?

Open with **Foxit PhantomPDF 9.2 (default)**

**Save File**

Do this automatically for files like this from now on.

**OK** **Cancel**

