

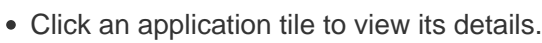
# How to view billing details and download invoice copy

## **View billing details**

- Log into the platform with an account that is either the account admin or has permission to billing and licensing
- Swap to the 'classic' interface by clicking on the link at the bottom of your screen

The screenshot shows a security dashboard with a purple header and navigation bar. The header contains the following items: a logo, 'Dashboards', 'Security' (with a dropdown arrow), 'Managed Security', 'ITSM' (with a dropdown arrow), and 'Management' (with a dropdown arrow). The navigation bar contains: 'Dashboards', 'Service', 'Endpoint' (highlighted with an orange underline), 'Cloud', 'Audit', and 'Compliance'. Below the navigation bar, there are three summary cards: 'Total Alerts 10227' (with a bell icon), 'Malware Detections 0 (Last 30 Days)' (with a red virus icon), and 'Total Devices' (with a monitor icon). Below these cards, there are two main sections: 'Malware Detections By Hash' (with a 'Last 7 Days' filter) and 'Alerts By Type (Last 30 Days)'. Both sections display 'No data available'. At the bottom, there is a yellow banner with the text 'To use the classic interface, click [here](#)', where the word 'here' is a blue hyperlink and the entire banner is circled in red.

- Click 'Management' on the top and select 'Applications'



**Tip:** Enable 'Show all hidden modules' to view every available application, including those that are hidden.

- Click the 'Billing' tab

Show all hidden modules



Subscriptions		Usage	Billing		Settings											
CHARGING DATE	DUE DATE	WORKSTATION USAGE	WORKSTATION PRICE	WORKSTATION DISCOUNT RATE	MOBILE USAGE	MOBILE PRICE	MOBILE DISCOUNT RATE	AEP USAGE	AEP PRICE	AEP DISCOUNT RATE	UNIT	TOTAL	DISCOUNTED PRICE	STATUS	INVOICE	PAID DATE
01/30/2020	02/06/2020	0	\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%	Device	\$0.00	\$0.00	Paid		01/30/2020
02/29/2020	03/07/2020	0	\$0.00	0%	0	\$0.00	0%	0	\$0.00	50%	Device	\$0.00	\$0.00	Paid		03/16/2020
03/29/2020	04/05/2020	0	\$0.00	0%	0	\$0.00	0%	0	\$0.00	50%	Device	\$0.00	\$0.00	Paid		03/29/2020
05/08/2020	05/15/2020	25	\$0.80	0%	0	\$0.00	0%	28	\$4.00	50%	Device	\$132.00	\$76.00	Pending	<a href="#">Download</a>	<a href="#">Pay Now</a>

The billing tab shows the fee details as per your subscription package, discounts applied and the cost incurred for your usage for each billing period. The last three columns show your payment status, invoice and payment date.

- Click 'Download' button in 'Invoice' column to download the invoice of that billing cycle in PDF format. An example is shown below:



# INVOICE

Customer comodo@comodo.com		Order # 5	
Date Issued 8/May/2020		Subscription 94e6dfa44b	
Total Active Device Count	Current Comodo AEP License Seat Count	Total Active Secured Device Count	Mobile Device Seat Count
55	0	28	

## Details

ITEM	UNIT COUNT	UNIT PRICE	SUMMARY
Comodo AEP Monthly License Over usage	28	\$4.00	\$112.00
Comodo AEP Monthly License - Customer Discount(50%)	28	-\$2.00	-\$56.00
ITarian Monthly Device Utilization without cost-neutral coverage	25	\$0.80	\$20.00
TOTAL			\$76.00

DUE BY

**22/May/2020**

TOTAL

**\$76.00**

*Thank you for being part of the community!*

Support Team:

Phone: +1 (888) 551-1531

Email: [c1-support@comodo.com](mailto:c1-support@comodo.com)

Forum: <https://forum.comodo.com>

Addresses:

Comodo Group, Inc.

1255 Broad Street

Clifton, NJ 07013, United States

- Click 'Pay Now' to pay any unpaid charges.