

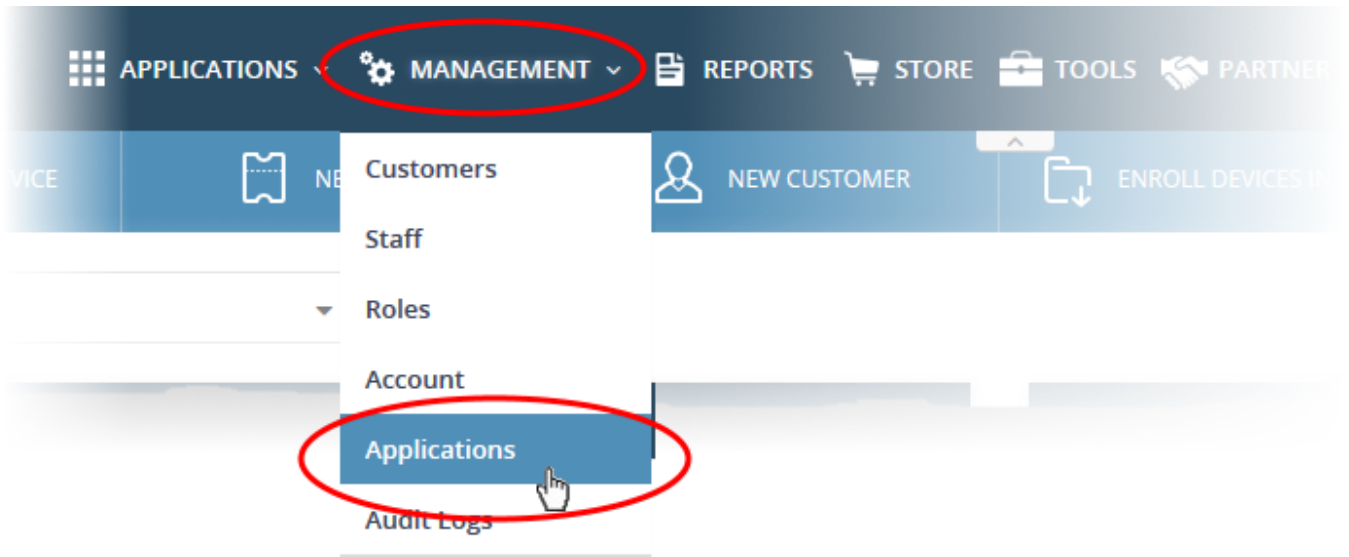
How to view billing details and download invoice copy

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

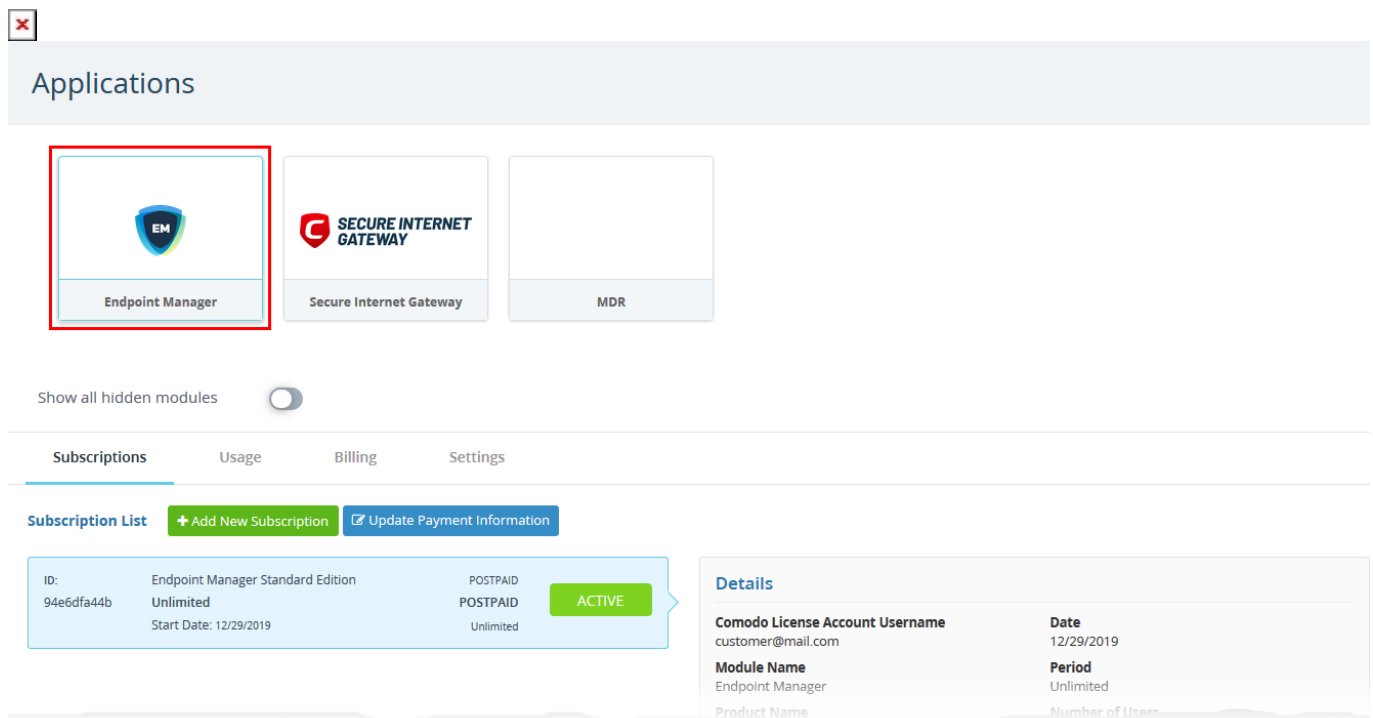
The screenshot shows a security dashboard with a purple header. The header contains navigation links: Dashboards, Security, Managed Security, ITSM, and Management. Below the header is a secondary navigation bar with icons and labels for Service, Endpoint (highlighted), Cloud, Audit, and Compliance. The main content area features three summary cards: 'Total Alerts' with a value of 10227, 'Malware Detections (Last 30 Days)' with a value of 0, and 'Total Devices'. Below these are two charts: 'Malware Detections By Hash' (with a 'Last 7 Days' filter) and 'Alerts By Type (Last 30 Days)'. Both charts display 'No data available'. At the bottom, a yellow banner contains the text 'To use the classic interface, click [here](#)', which is circled in red.

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



- Click an application tile to view its details.

The following image shows details for Endpoint Manager as an example:



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	Download	Pay Now

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	Order #		
comodocustomer1@gmail.com	5		
Date Issued	Subscription		
8/May/2020	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:

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