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ACCESS THE PORTAL



Go to **myabc.abcimaging.com** and log in to the site. (*See Fig. 1*)

Enter user name and temporary password.

Click **Log in**. The Billing Portal Home page appears.

UPDATE YOUR PROFILE



Click **My Profile** in the top navigation menu on the Home page. (*See Fig. 2*)

Click on the blue hyperlink **Change Password** to change your temporary password to a confidential one for your location. (*See Fig. 3*)



Click the blue **Change** button when you are done. (See Fig. 4)



Figure 1: Billing Portal Log In



CREATE A NEW ACCOUNT



Click **Request a new account** link underneath the Log in button in the Billing Portal Log in page.

In the form, provide your company name, company code, username, email address, and password to be associated with your account.



Click the blue **Request Account** button.

You will receive an email confirming that your account has been set up.

Figure 2: Billing Portal Home

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Use the form below top update your profile.	± Change
Name	
🛓 John Doe	
Username	
▲ jdoe@xyzcompany.com	
Email Address	
Jdoe@xyzcompany.com	
Change Password	

Figure 3: My Profile

ABC My ABC Portal	
	John Doe is logged in to XYZ C
Change Password Use the form below to change your account password.	🛓 Change
Old Password	
Old password	
New Password	
A New password	
Confirm New Password	
Confirm new password	

Figure 4: Change Password

If you have any questions, please contact the billing department at billing@abcimaging.com.



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REVIEW INVOICES AND BILLING SUMMARIES



Click on the light blue **Invoices** box to search for billing summaries, work orders, statements, and invoices. The Invoices page appears. (See Fig. 5),

In the Billing Summaries tab on the Invoices page, select a billing date/location and click **Search**. (*See Fig. 6*) The Billing Summaries page appears. It contains a listing of billing summaries of the selected date. (*See Fig. 7*)

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Click the ▶ icon next to a summary number. The Invoices for Billing Summary page appears. It contains a listing of invoices of the selected summary. (See Fig. 8) Or

Click the () icon to view the Billing Summary PDF which contains a listing of invoices of

Click the 🖪 icon or 🔝 icon to download a copy of the Billing Summary to review.

Click the 4 icon and click **OK** in the popup

message box to generate a PDF consisting

of the billing summary, work orders, and

invoices in the **My Downloads** page (see View Files in My Downloads below).

the selected summary.

Or

Or

You can now pay your invoices using your credit card or ACH.

NEW

Simply click the **Payments** box on the Billing Portal Home page (See Fig. 5)



On the Invoices for Billing Summary page, click the licon next to an invoice number to view its list of work orders.

Or

Click the I icon to view the PDF which contains the invoice and the work order backup for the invoice.

Or

Click the 🖪 icon or 🔝 icon to download a copy of the invoice and the work order backup for invoice to review.

VIEW FILES IN MY DOWNLOADS

To view the generated PDF consisting of the billing summary, work orders, and invoices, click **My Downloads** in the top navigation menu. The My Downloads page appears. (See Fig. 9)



A blue **Download** button will appear in the Action column when the file is ready to be downloaded. Click it to download the PDF to your computer.



Figure 5: Billing Portal Home

ABC My ABC Portal			My Downloads
& lavaisas		John Doe	e is logged in to XYZ CC
Use the tabs below to search your billing summaries, invoices and work orders and request invoice	backups.		Q Sear
Billing Summaries Invoices or Work Orders Specific Invoice or Work Order Statement	Invoi	ce Backups	
view your oning sommaries for a specific oning date. Billing Date			
10/31/2016 • Location			
All Locations			
Search			

Figure 6: Search Billing Summaries

				H
Billing Sum	imaries Fo	r 10/31/20	16	
	Summary No.	Invoice Date	Due Date	Location
	1255642	10/30/2016	11/29/2016	1234-XYZ COMPANY
Figure 7: Billing Su	immaries pag	ge of selecte	d date	



Figure 8: Invoices for Billing Summary shows list of invoices of selected summary

AGING					
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