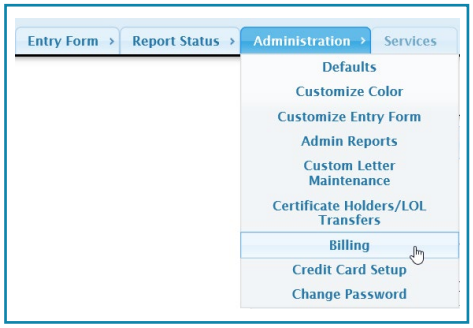
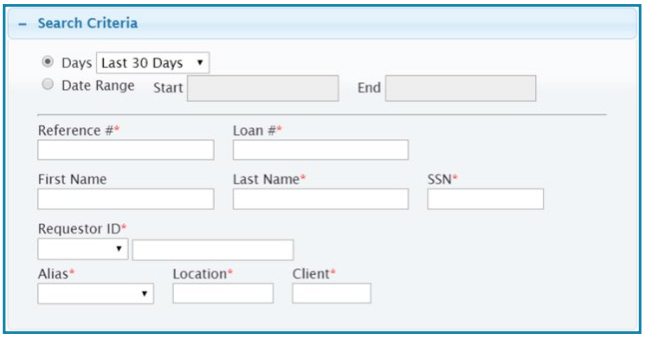
TRAINING

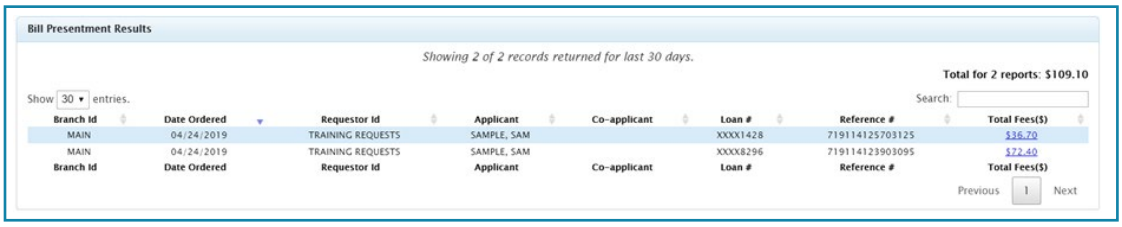
# Bill Presentment



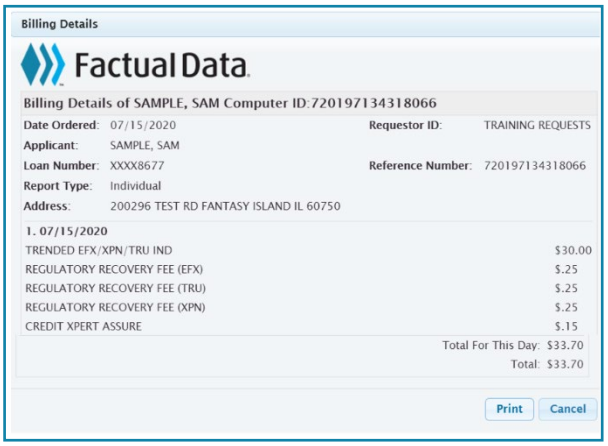

- Bill Presentment is available by choosing '**Billing**' under the administration tab
- The billing screen will enable the customer to search for the report via options or date ranges
- If searching by 30, 60, or 90 days, you must enter at least one of the following search criteria:
  - Reference #
  - SSN
  - Last Name
  - Loan #
  - Alias
  - Client/Location#




- If searching by greater than 90 days, ***two*** criterion are required
- If the customer sorts by date range for the month, the total charges viewed WILL NOT match their invoice, as sales tax and Innovis products are not included
- Actions on credit reports that cross months will skew this number
- Once the search is submitted, the reports that match the criterion will display
  - Each report is listed individually
- Detailed information on each report is available by **clicking on the charges** for the report




## Example of Bill Presentment:




Proprietary & Confidential


© 2022 Factual Data. All Rights Reserved.