

- 1. When you receive an email containing a new invoice, the subject will be "Customer Invoice".
- 2. The second line of the invoice email will read that "an invoice has been generated".
- 3. The third line of the invoice email will indicate your payment method. If you are on auto debit, it will be credit card. Otherwise it might be say check or mail in payment.
- 4. All invoices will now have an invoice number displayed on the fourth line of the invoice email along with the amount due and due date.
- 5. If your account is on auto debit, it will state here that your payment will automatically be taken from your credit card. If you are not on auto debit, it will not say this. There is also a link here that will take you to our new client portal where you can login and pay your bill, review your invoices, and update your contact information.