# AutoConnect

# Using The New Billing Features
Rev. 0 – January 2022

> Note: Visibility and access to some of these new features is role-dependent. If these features do not appear or are not active in your menu, contact your System Administrator.

Moving Devices from 'To Be Installed' to Asset List:

1. Under 'Lists' menu, select "GPS Devices (To Be Installed)"

2. From the list of non-installed devices on the left side of the screen select the device that has been installed
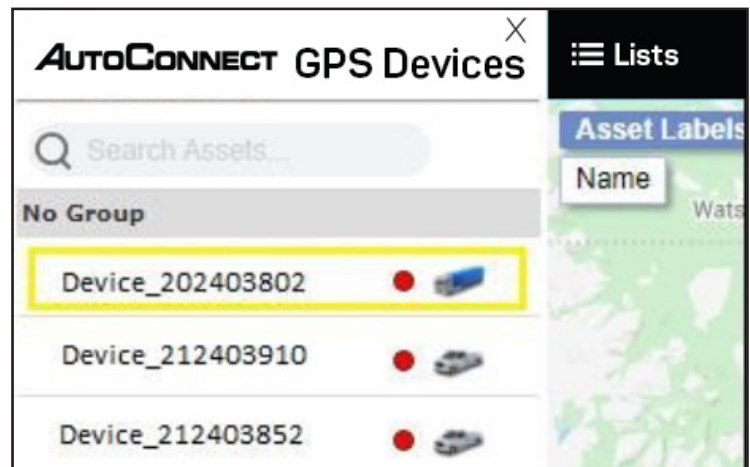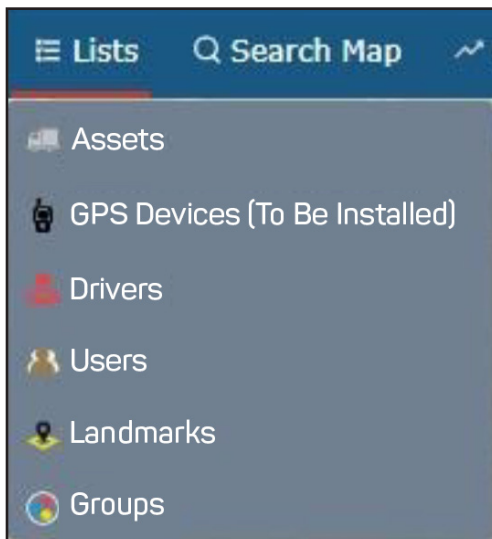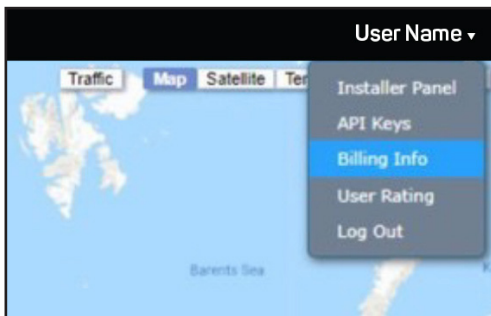

3. On the Asset Information tab that appears, select the menu icon and "Edit & Install"

4. Enter any Asset details you require, such as the asset name, and then click the "Save & Install" button.
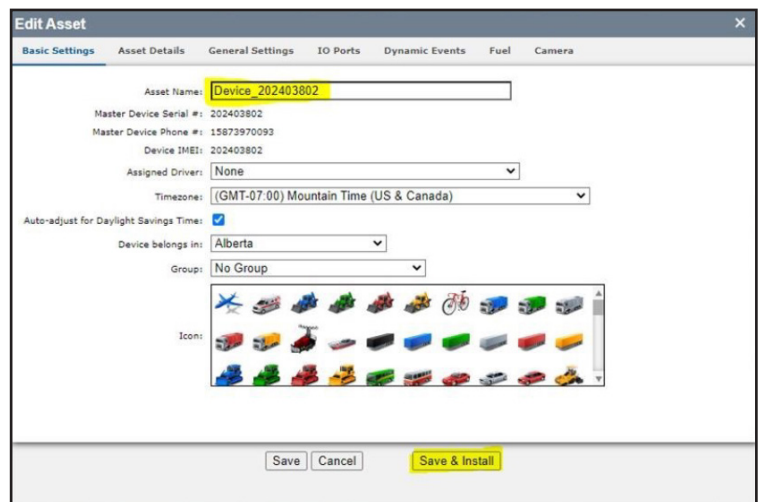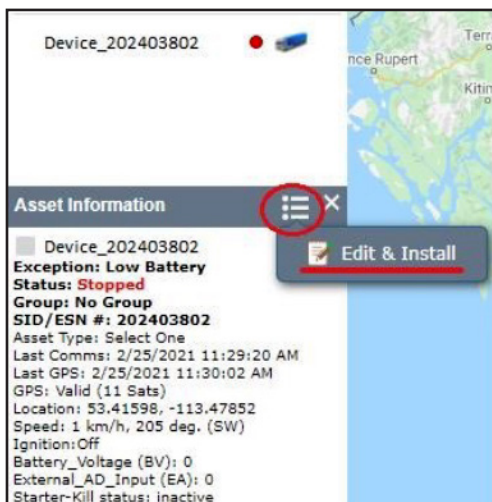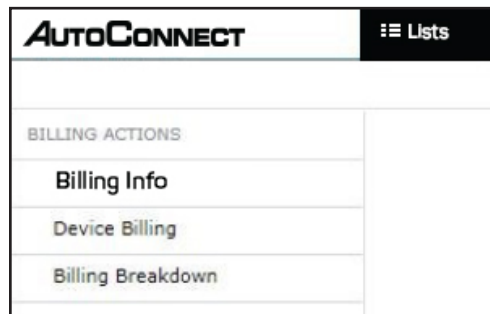
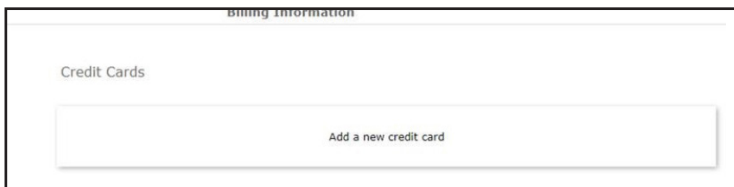## Updating payment information (Credit Card on file):

1. Under your user (top right corner), select 'Billing Info':

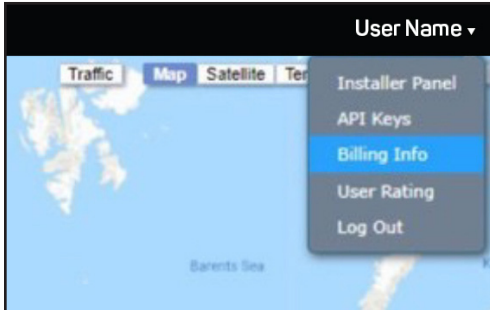**2.** Select 'Billing Info' from the menu on the left

3. On the main screen, you will be able to add, remove & edit credit card information to be used for new purchases and reoccurring billing.
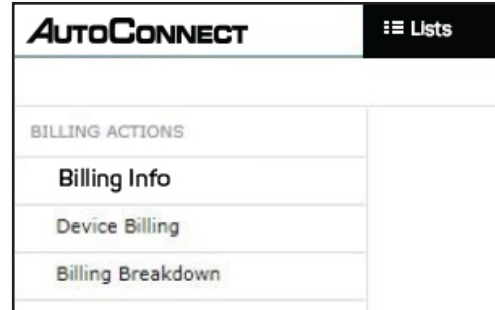
View Device Billing Information (does not include contract information):

1. Under your user (top right corner), select 'Billing Info':

2. Select 'Billing Info' from the menu on the left

3. On the main screen, it will display your device information, including:

- Device Name
- ESN
- Billing Status
- Current Billing Period
- Billing Frequency
- Plan Name
- Plan Add ons

4. By selecting a specific device, the details will also be provided on the right hand side, including pricing.

AUTOCONNECT

View details/breakdown on reoccurring invoices & credit memos:

(Does not include invoices & credit memos for non-reoccurring/subscription fees)

1. Under your user (top right corner), select 'Billing Info':
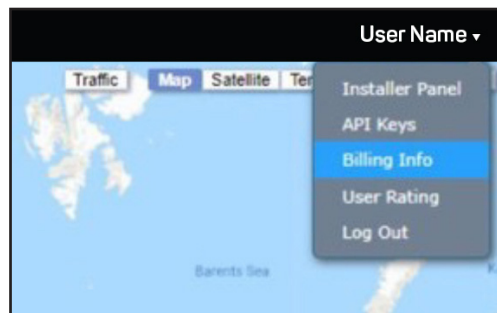
2. Select 'Billing Breakdown' from the menu on the left

3. On the main screen, select the invoice/credit memo# from the drop-down list
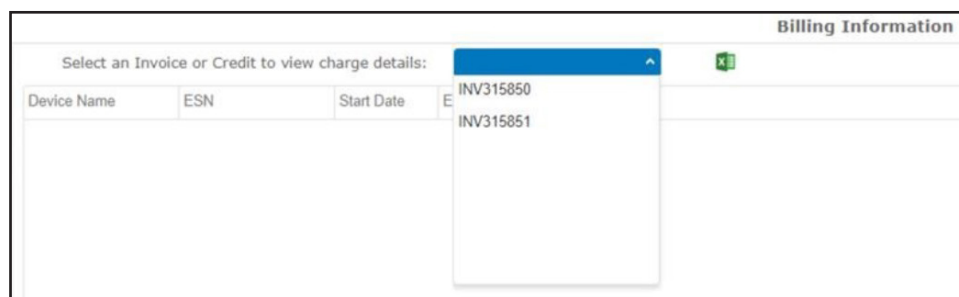

4. On the main screen, select the invoice/credit memo# from the drop-down list

- Device Name
- ESN
- Start Date (charge start date)
- End Date (charge end date)
- Charge description
- Amount

Device Name	ESN	Start Date	End Date	Description	Amount
211001999	211001999	2021-11-01	2021-11-30	Subcriptions fee for Pro types 11/1/2021 to 11/30/2021	$41.50
211002083	211002083	2021-11-01	2021-11-30	Subcriptions fee for Pro types 11/1/2021 to 11/30/2021	$63.95
0-3344882	0-3344882	2021-11-01	2021-11-30	Subcriptions fee for Pro types 11/1/2021 to 11/30/2021	$10.95

5. This report is available to be exported via Excel, where the user will be able to manipulate the reports however they'd like.

For questions please contact billing@ctstracking.com