## PeopleSoft Account Manager "Email Copy of Invoice"

Customer/Contact logs into the NAIC Account Manager Click on Invoices

ORACLE		▼ eBill P	ayment		â	٣	: 🙆
	Publication Download Updates		FDR - Statement of Amount Due	Product Catalog Search			
	Structured Securities Review	Invoices	Account Balance	Customer Selection			
	Pending Payments	Payment History	Contact Us				

Check box next to the invoice you want to email (you may select as many as you need) Click Email Selected Invoices

1						
Invoice	15					
RED Aut	to Administration	Inc.				
Select the	Invoice you with to v on you are looking to	ien. L'éves pat annear in	the list being rist	k on the Invoice Search	link to change your search crit	wia.
194 Invoid	ce Search					
Invoice	List (g					Find 1 CT First & 1.8 of 8 & Last
Select	Invoice	Improve Date	Due Date	Providentical	Invoice Assessed	Carrent Datasee Commerce
	61147054	05/18/2018	05/10/2018	Charte	562.00	162.0011920
-	66142225	03/31/2010	03/31/2018	Check	162.00	162.0011573
-	65110101	01/31/2010	01/31/2018	Charte	13.50	13 50 1970
12	65137066	11/30/2017	11/30/2017	Check	15.00	0.00180
eu E	0013000	111302211	10302211	Check	10.00	0.001870
2	5+1364/1	10/31/2017	10/31/2017	Childk	420.00	100050
4	SP134222	08/31/2017	08/31/2017	Check	210.00	h be USD
	SF131935	06/30/2017	06/30/2017	Check	240.00	0.00 USD
	SF131530	05/31/2017	05/31/2017	Check	240.00	0.00 USD
1.1.2						
ch. Ema	al Selected Involces					

## Confirm that the email address is correct and click send

	Invoices
	Email Invoice Copy
	Enter your email address (or multiple addresses separated by a semicolon). You may also enter an email message. Then, press the Send button.
I	*Email Address
I	LSCHEE@NAIC.ORG
	Email Message
I	Send Cancel
I	
1	
I	

You will get a confirmation that the email was sent

## Invoice Copy Request

Your request for an invoice copy was successful.

OK