For Vendors or Single Subscribers Set Up with No Roll Up Accounts

You may log into the Pinnacle billing system by entering your *User Name* and *Password*.

This will bring you to the BU Customer screen.
VIEWING YOUR STATEMENT

To view your statement, go to the side menu bar and click on My Account and then click Statements. In the main section of the screen where it reads Statements, scroll down to Billing Date and click on the billing date of the statement you would like to view.

Click on View Bill to bring up a view of your statement.
TO MAKE A PAYMENT

To make a payment, go to the side menu bar and under My Account, click Online Payment. This will bring up the Online Payment Screen.

Once in the Online Payment screen, click on the Pay Bill tab. This will bring you to the Touchnet website where you may pay your bill.
RESETTING YOUR PASSWORD

To reset your password, click on My Info, My Contact Information and then Change Password.

LOGGING OFF

To log off, go to upper right hand corner of the screen and click on the Blue Circle.

Click on blue SIGN OUT tab.