For Department Users Set Up with Multiple Subscriber 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 Department Manager screen.
VIEWING YOUR BILL

To view your bill, go to the side menu bar and click on Billing. To view your invoice by Department, click on Department Billing (A). To view your invoice by Account Code (B), click on Account Billing.

In the main section of the screen where it reads Department Billing (A) or Account Billing (B), scroll down to Billing Date and click on the billing date of the invoice you would like to view.

A. Department Billing

B. Account Billing
Click on **View Report** to bring up a view of your invoice.

**A. Department Billing**

![Departmental Bill Summary](image)

**B. Account Billing**

![Account Summary](image)
RESETTING YOUR PASSWORD

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

LOGGING OFF

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

Click on blue SIGN OUT tab.