

HTBSCredit

Using Online Invoices Options

With your HTBSCredit account you have the flexibility to set up weekly invoice notifications and turn on/off reminder emails so you never miss a payment.

Here's how:

- Log in to HiTouchBusinessServices.com, click 'Account' and select 'Online Invoices'
- On the 'My Invoices' screen, click the 'Settings' icon in the upper right corner



In the "Settings" area, you can modify a number of settings including setting up AutoPay.

You can also set your Notifications:

Invoices

Select how you would like to receive your invoices by clicking 'email' or 'do not email.'

Available Invoices

Select how often you would like to be notified about invoices.

Past Due Payments

You can opt out of email reminders that let you know when a payment is past due.

Save Your Selections

Just choose 'Update options' and you'll be all set.

Monthly statements

I would like to receive my statements by:

- Email (default)
 Do not email monthly statements

Invoices

We send emails when new invoices are available to view a often you would like to receive them.

- Do not email newly billed invoices (default)
 Daily emails - all new invoices billed that day
 Weekly emails - all new invoices billed within the prior

Past due payments

- Please email me a reminder when payments are past d

Update options

Have questions, need help with how to read your invoice or pay online? Contact HTBSCredit.
Phone: 888-431-2088
Email: help@HTBSCredit.com

HiTouch
BUSINESS SERVICES