

# HTBS Credit Using Online Invoices Options

With your HTBS Credit 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](https://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 HTBS Credit. Phone: 888-431-2088  
Email: [help@HTBSCredit.com](mailto:help@HTBSCredit.com)

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