HTBS Credit
Setting Up Online Invoices Access

To view, print and pay invoices online, you need access to 'Online Invoices' which you can find under 'Account' on your HiTouchBusinessServices.com account.

If you are the site administrator you can edit your profile to add 'Online Invoices' privileges. If you need a login or to modify your existing profile, contact your HiTouchBusinessServices.com site administrator.

Administrators can follow these easy steps to provide access:

Log in to HiTouchBusinessServices.com

- Select 'Account' in the top navigation
- Select 'Manage Users' under "Manage Account"

Edit User Profiles

Highlight the user you'd like to change and select 'Modify'.

If you do not see your user in this section, you'll need to use the 'Search for a User Profile' section to find them.

Review and Set up Accounts Payable Privileges

In the Accounts Payable Privileges (My Invoices) section of the user profile, choose the access level.

Be sure to scroll to the bottom of the profile page and 'save' your setting changes.

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