

# Invoices

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# How do I view my invoices?

You can access your billing history and individual invoices directly from the reporting section of your administrative dashboard.

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## Steps to Access Invoices and Payments

1. **Log In:** Access your **pickAtime** account through the administrator login on our homepage.
2. **Navigate to Reporting:** Go to the **Reporting** section in the main menu.
3. **Select Report Type:** At the top of the page, ensure you select the radio button for **Account Reports**.
4. **Choose the Report:** From the report dropdown menu, select the one labeled **Account - Invoices and Payments**.
5. **View and Print:** \* You will see a chronological list of all invoices generated and any payments applied to your account.
  - **Click on an Invoice Number (#)** to open the full document.
  - Once the invoice is open, you can click on the **Print** button at the top to print a physical copy for your records.
  - To save it as a PDF, click **Export to > PDF** at the top.

# Can I pay my invoice by credit card?

To make a payment, you will need to access the billing report within your administrator account:

## 1. Access the Report:

- Log into your **pickAtime** account.
- Navigate to the **Reports / Account Reports**.
- Choose the report labeled **Account - Invoices and Payments**.

## 2. Initiate Payment:

- In the report view, you will see a list of your invoices and payments made.
- Look for the link that says "**click here**" above the list.
- Select the **Pay** option.
- You will be redirected to the **Stripe checkout page**.

When you reach the Stripe checkout page, the payment options will automatically adapt to the device and browser you are currently using to view the **Account - Invoices and Payments** report.

In addition to standard **Credit Card** entries, you will see the following options if they are enabled on your device:

- **Google Pay:** This will appear as a quick-pay option if you are logged into a Google account with a saved payment method (common on Android devices and the Chrome browser).
- **Apple Pay:** This option will be visible if you are using an Apple device (iPhone, iPad, or Mac) with an active Wallet and are browsing via Safari.

These digital wallet options allow you to complete your invoice payment securely without having to manually type in your card details.

If you prefer to pay by ACH or wire transfer, please refer to the address listed at the bottom of your downloaded invoice.

# Can you call me so I can pay your invoice?

We are unable to take payments over the phone for security and privacy reasons.

To pay by credit card, please see the [instructions](#).