

BILLING USER GUIDE

Viewing Invoices

1. From our website (onesourcebackground.com), log in by clicking the **Client Login** button. Enter your username and password. Your account will open in a new window. *If this is your first time logging in, please view our Quick Start Guide.*
2. Click on the **Invoices** tab at the top of the homepage.



3. Enter the first and last date of the month for the invoice you would like to view. You will receive your invoice by email on the first business day of each month for the previous month's charges. If you have any trouble viewing or are not receiving, please contact cr@onesourcebackground.com.

Example: If you received your invoice on April 1st, the invoice will include services posted between March 1st and March 31st.

4. Click **Go**.
5. To view a Summary or Expanded version, see steps below.

CompanyID	Invoice Date	Invoice Number	Amount	Summary	Expanded
SAMPOSTS	03/31/2018	SAMPOSTS-20180331	\$0.00	HTML PDF	HTML PDF
SAMPOSTS	08/31/2018	SAMPOSTS-20180831	\$50.35	HTML PDF	HTML PDF

Summary:

To view the Summary version of your invoice, select **HTML** or **PDF** under Summary. The HTML version will open the invoice in your browser, while the PDF version will prompt you for a download.

Note: This viewing option shows only the total for each applicant.

onesource
The Background Check Company

Invoice Date: 03/31/2018
Invoice Number: SAMPOSTS-20180331

Bill To: Sample One Source Tenant Screening
10842 Old Mill Rd
Ste 6
Omaha, NE 68154
ATTN:

One Source The Background Check Company
PO Box 24148
Omaha, NE, 68124
Phone: 800-608-3645, opt. 311

Terms: Net 30

Remit To: PO Box 24148
Omaha, NE 68124
Phone: 800-608-3645

Department	Recruiter	ApplicantID	Name	Date	Type	Amount
		A201803072000492	Schroder, Jared	03/09/2018	Applicant Total	\$0.00
				03/31/2018	Client Total	\$0.00
Invoice			SAMPOSTS-20180331			\$0.00

Expanded:

To view the Expanded version of your invoice, select **HTML** or **PDF** under Expanded.

Note: This viewing option shows only me total for each applicant.

onesource
 The Background Check Company

Invoice Date: 03/31/2018
 Invoice Number: SAMPOSTS-20180331
 Bill To: Sample One Source Tenant Screening
 10842 Old Mill Rd
 Ste 6
 Omaha, NE 68154
 ATTN:

One Source The Background Check Company
 PO Box 24148
 Omaha, NE, 68124
 Phone: 800-608-3645, opt. 311
 Terms: Net 30

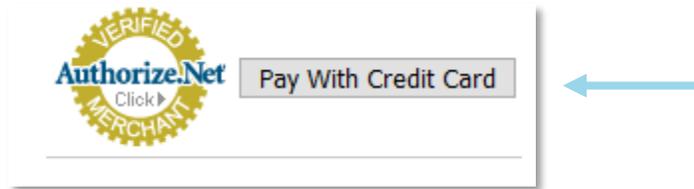
Remit To: PO Box 24148
 Omaha, NE 68124
 Phone: 800-608-3645

Department	Recruiter	ApplicantID	Name	Date	Type	Amount
		A201803072000492		03/07/2018	Tenant Screening Total Check	\$0.00
		A201803072000492		03/07/2018	Court Adjustment	\$0.00
		<u>A201803072000492</u>	Schroder, Jared	03/09/2018	Applicant Total	\$0.00
				03/31/2018	Client Total	\$0.00

Invoice: SAMPOSTS-20180331 \$0.00

- Once you have opened your invoice, you can pay by clicking **Pay With Credit Card** at the bottom. To set up automatic or ACH payments, contact accounting@onesourcebackground.com.

Note: You can only do this by viewing the HTML version of the invoice.



Viewing Main and Sub-Accounts

- To view one account's invoice, use the **Client ID** field.

ClientID: S1713 @ wild card not allowed

From: Invoice Date: March 1 2018

To: June 1 2018

CompanyID	Invoice Date	Invoice Number	Amount	Summary	Expanded
S1713	05/31/2018	S1713-20180531	\$0.00	HTML PDF	HTML PDF
		TOTAL	\$0.00		

- To view invoices associated with all accounts, leave the **Client ID** field blank.

ClientID: @ wild card not allowed

From: Invoice Date: March 1 2018

To: June 1 2018

CompanyID	Invoice Date	Invoice Number	Amount	Summary	Expanded
S1713	05/31/2018	S1713-20180531	\$0.00	HTML PDF	HTML PDF
SAMPOSTS	03/31/2018	SAMPOSTS-20180331	\$0.00	HTML PDF	HTML PDF
		TOTAL	\$0.00		

Viewing Paid Status

- Enter the first and last date of the month for the invoice you would like to view.
- The column to the left of the Total column will display **PAID** if the invoice has been paid, the column will appear blank if not paid.

Note: Paid statuses are updated weekly.

CompanyID	Invoice Date	Invoice Number	Amount	Summary	Expanded
SAMPOSTC	10/31/2017	SAMPOSTC-20171031	\$0.00	HTML PDF	HTML PDF
SAMPOSTC	02/28/2021	SAMPOSTC-20210228	\$0.00	PAID	HTML PDF HTML PDF

Billing and invoicing inquiries can be directed to accounting@onesourcebackground.com.

Account information and pricing inquiries can be directed to cr@onesourcebackground.com.