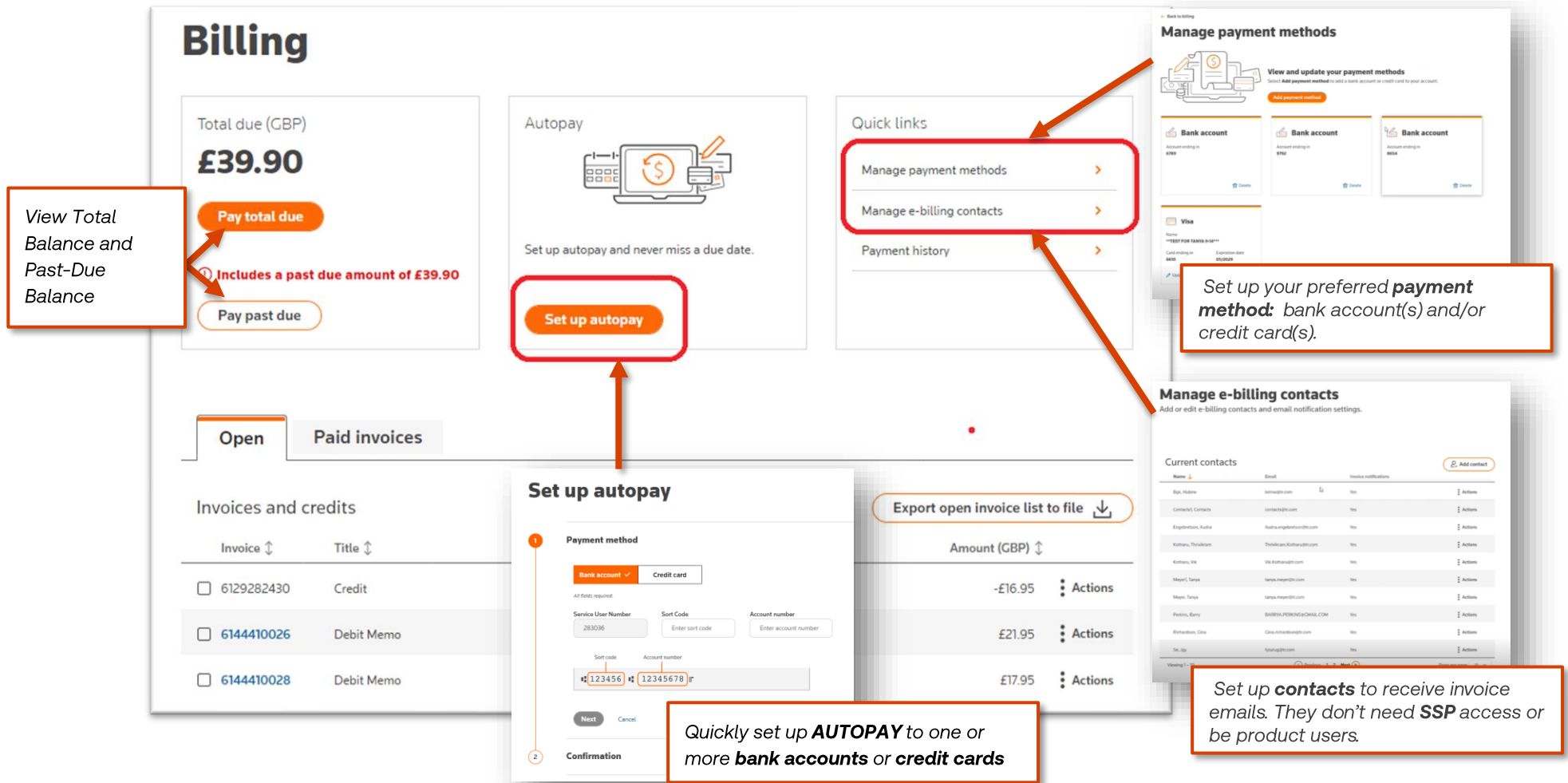


Self Service Portal – Billing & Payments

Under the **Billing** menu you can see your billing information and payment history.



Billing

Total due (GBP)
£39.90

Pay total due

Includes a past due amount of £39.90

Pay past due

Autopay

Set up autopay and never miss a due date.

Set up autopay

Quick links

- Manage payment methods
- Manage e-billing contacts
- Payment history

Manage payment methods

View and update your payment methods

Select **Add payment method** to add a bank account or credit card to your account.

Bank account (Account ending in 8599)

Bank account (Account ending in 9756)

Bank account (Account ending in 9858)

Set up your preferred payment method: bank account(s) and/or credit card(s).

Manage e-billing contacts

Add or edit e-billing contacts and email notification settings.

Current contacts

Name	Email	Invoice notifications	Actions
Egg, Hubert	hubert@thomson.com	Yes	Actions
Contract, Contacts	contracts@thomson.com	Yes	Actions
Engelstein, Andre	Andre.Engelstein@thomson.com	Yes	Actions
Kothari, Prakash	Prakash.Kothari@thomson.com	Yes	Actions
Kothari, Vik	Vik.Kothari@thomson.com	Yes	Actions
Mayer, Teresa	Teresa.Mayer@thomson.com	Yes	Actions
Mayer, Teresa	Teresa.Mayer@thomson.com	Yes	Actions
Perkins, Barry	Barry.Perkins@thomson.com	Yes	Actions
Richardson, Gina	Gina.Richardson@thomson.com	Yes	Actions
Tal, Jay	Jay.Tal@thomson.com	Yes	Actions

Set up autopay

Payment method

Bank account | Credit card

All fields required:

Service User Number: 283036

Sort Code: Enter sort code

Account number: Enter account number

Sort code: 123456 | Account number: 12345678

Next | **Cancel**

Confirmation

Quickly set up AUTOPAY to one or more bank accounts or credit cards

Export open invoice list to file

Invoice	Title	Amount (GBP)	Actions
6129282430	Credit	-£16.95	Actions
6144410026	Debit Memo	£21.95	Actions
6144410028	Debit Memo	£17.95	Actions

View Total Balance and Past-Due Balance

Set up contacts to receive invoice emails. They don't need SSP access or be product users.

View list of Invoices and Credits

Billing


Total due (GBP)
£39.90

[Pay total due](#)

⚠ Includes a past due amount of £39.90

[Pay past due](#)

Autopay



Set up autopay and never miss a due date.

[Set up autopay](#)

Quick links

- [Manage payment methods](#)
- [Manage e-billing contacts](#)
- [Payment history](#)

Open **Paid invoices**

Invoices and credits

[Export open invoice list to file](#)

Invoice	Title	Invoice date	Due by	Status	Amount (GBP)	Actions
<input type="checkbox"/> 6129282430	Credit	Jul 01, 2019	-	Open	-£16.95	Actions
<input type="checkbox"/> 6144410026	Debit Memo	Oct 14, 2021	Nov 13, 2021	⚠ Past due		Pay invoice View details Download invoice Actions
<input type="checkbox"/> 6144410028	Debit Memo	Oct 14, 2021	Nov 13, 2021	⚠ Past due	£17.90	Actions

By clicking **Actions**, you can:

- Make **total** or **partial** payments of the invoice/s selected.
- View an invoice by selecting **View details**.
- **Download** invoices in PDF format

Click one or more invoices to view more details and make partial or total payments.

Click **Paid Invoices** tab to see and/or download your payment history