

# How to: View Invoices and Pay Online

## View & Download Invoices

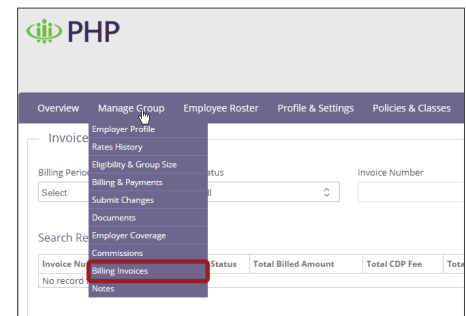
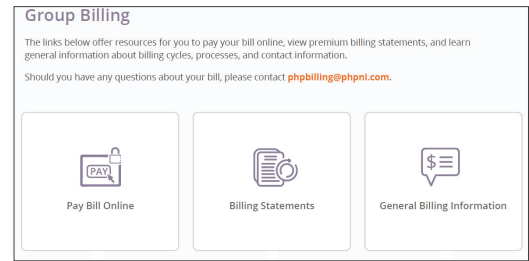
### 1 Log in to your **PHP Employer Account**:

After logging in at **phpni.com**, navigate to:

**My PHP > Group Billing > Billing Statements**. This will direct you to the Q2E platform.

### 2 From your Q2E dashboard, select '**Billing Invoices**' from the '**Manage Group**' menu:

Billing statement information will be found in this location.



## Paying Bills Online

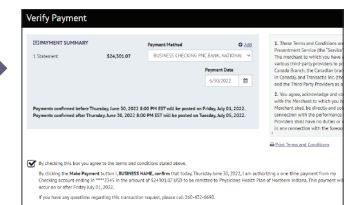
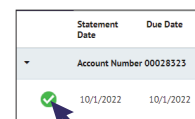
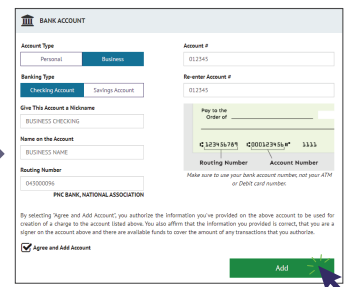
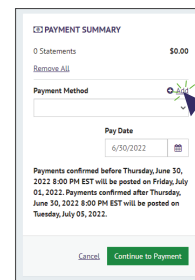
### 1 Navigate back to Group Billing Homescreen: **My PHP > Group Billing > Pay Bill Online**

New user? Select 'Employer Registration' from the 'First Time User' box on the billing login screen. You will be prompted to select an image and label which will be used for future interactions associated with your account.

### 2 Add a Payment Method:

From the '**Pay My Bills**' page, add a bank account. Click the '**+Add**' button found in the '**Payment Summary**' box. Enter your business checking detail to populate the screen and check the '**Agree and Add Account**' box. Click '**Add**'.

*Note: You can repeat this process to add multiple accounts to make payments.*



### 3 Pay Your Bill:

Select the radio button next to the open statement. The pay date will default to the current date (you can change this to a different date in the future). Next, click '**Continue to Payment**' and confirm all details are correct. Check the '**Agreement**' box and press '**Make Payment**'.

Once your payment has been submitted, you will receive a pop-up confirmation. A copy will also be sent to the email on file within your PHP Employer account.

Questions: Contact the Employer Services Team at [employerservices@phpni.com](mailto:employerservices@phpni.com) or (260) 432-6690 ext. 830.