

Login Instructions

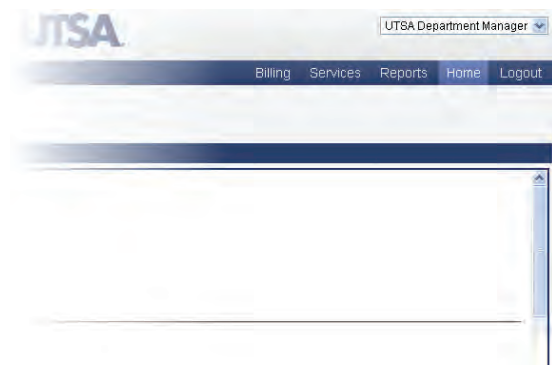
Log in to myTelBill (<http://mytelbill.utsa.edu>) using your network ID (abc123) and password.



View Bills

Choose the **Billing** tab to view all bills for your department and enter a **Billing Date** range.

The options presented will be dependent on your role (ex. Department Manager).



Print Bill

To print the entire bill, click **Create Multi-Departmental BillReport**.

View Information About Users

Choose the **Services** tab to view information about your users (Subscribers), their extension (Service) and their charges.

myTelBill Icons



Advanced Search (magnifying glass) - enables you to use additional search fields and to save the search.

Left/Right arrows - provide next and previous navigation.

Question Mark - opens the Help module for the current page.

Camera - will be active if a video clip exists about the current page to explain how to use the page.

Printer - select the documents (with a check mark) you would like to print, then select the Printer icon. See the **Print Bill** section.

Excel - allows you to export all of the rows in the list to an Excel spreadsheet.