

Download Invoice option for subscribers

You can download digitally generated, pdf based, invoice copies for your HappyFox subscription payments.

Note : This action can be performed only by the Account Administrator.

To download your subscription invoices do the following:

1. Login as account admin, go to the *Billing* page by clicking the link on the top right of the menu.



New Ticket Forum My Settings Billing *John Doe* Support Logout

2. Scroll to the bottom of the page to find the *Billing Details* section.

3. Provide the Billing address details.

4. Click on Update Address.

Billing details

This address will be used in the invoices

Company Name

Acme Widgets Co.

Address Line 1

#2364, Hill Street

Address Line 2

Nexus Township

City

Singapore City

State/Province/Region

Singapore

ZIP

43454

Country

Singapore

Update address

This address will be used in the Invoice.

Scroll to the bottom of the page to find the *Invoices* section.

3. Here, you will see a list of all your payments to HappyFox with a description and the amount paid.

Invoices

You can generate invoices for your past payments here.

Date	Description	Amount	
14 Mar 2014	Charging one time charge for the extra 20 staff	\$6960.00	Generate pdf
14 Mar 2014	Charging one time charge for the extra 9 staff	\$3132.00	Generate pdf
14 Mar 2014	Mighty Annual: Renewal payment	\$348.00	Generate pdf
14 Mar 2014	Charging one time charge for the extra 1 staff	\$37.70	Generate pdf

4. Click on the "generate pdf" link to download a pdf version of your invoice.

NOTE: It's compulsory for the Billing address details to be filled and saved for users to be able to download the invoice. Without this, the user will see errors when they click on the Generate PDF link.