



Guide to Online Billing, Reporting and Payment for Individually Billed Conferencing Leaders

Note: This Guide is for conferencing customers who established credit-card billing prior to July 2014 and who continue to use that payment approach.

Verizon Enterprise Marketing
July 2014



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You Have a New Billing Solution, Effective July 2014

- Verizon upgraded conferencing billing in July 2014, providing expanded online functionality delivered via the Verizon Enterprise Center, Verizon's worldwide customer portal.
- Each conferencing leader having automatic credit card billing was converted to a similar arrangement in the new billing system:
 - You now have your own unique Account Number.
 - Your account and the accounts of other leaders at your company are grouped under a Customer ID to provide a holistic view to your corporate headquarters.
- Functionality previously available in the conferencing Online Invoice Presentation portal (OLIP) has been transitioned to the Verizon Enterprise Center.
 - Invoices generated after 22 July 2014 will not appear in OLIP.
 - OLIP will remain available until mid 2015.
- Beginning with invoices dated 22 July 2014, you must use the Verizon Enterprise Center to view your invoices and details of your conferencing charges.
 - When you use conferencing services, an invoice will automatically be posted to the Verizon Enterprise Center.
 - After you register as a Verizon Enterprise Center user, you will receive an email notice of each new invoice.



Managing Your Billing and Credit Card Payment Information

- Use the **Verizon Enterprise Center** to manage your billing and monitor your conferencing costs:
 - As a Verizon Enterprise Center user, you can:
 - Navigate an interactive online invoice, viewing charges for all your conferences.
 - View, download, and print images of paper invoices.
 - Download conferencing detail files containing all charges on a specific invoice.
 - Select from over 30 reports to help you monitor your conferencing charges.
 - To assist you in using the Verizon Enterprise Center, your company has a Point of Contact (POC) Administrator who can:
 - View your and all other leaders' invoices, as well as download files of conferences and run reports on billing details in the Verizon Enterprise Center.
 - Establish a Verizon Enterprise Center user ID for you.
- Continue to use **www.mymeetings.com/ups** to manage your credit card information.



Viewing Your Invoice, Conference Details and Running Reports in the Verizon Enterprise Center

Use the Verizon Enterprise Center to manage your conferencing billing and reporting. Use www.mymeetings.com/ups to manage your credit card information.



Registering for the Verizon Enterprise Center

- You must have a Verizon Enterprise Center user ID and password and must be authorized to view your account.
- If you received an email from Verizon in July providing pre-registration instructions, follow those directions to establish your Verizon Enterprise Center access.
- If you did not receive a pre-registration email or deleted it without taking action, contact the person at your company who has POC Administrator rights, typically the person who assisted you with OLIP access in the past.
- If your POC Administrator is not able to help or if you have other questions, send an e-mail to Conferencing Customer Relations at customerrelations@mymeetings.com.



Signing on to the Verizon Enterprise Center

Go to <http://www.verizonenterprise.com> to sign onto the Verizon Enterprise Center.



[Worldwide Site](#) [About Us](#) [Contact Us](#) [Sign In / Register](#)

[Industries](#) [Solutions & Products](#) [Support](#)

Search

Enter your **User Name** and **Password** and click **Sign In**.

BUSINESS SIGN-IN

Manage your My Business or Verizon Enterprise Center account. [Watch >](#)
New-Enterprise Center on the go. [Watch >](#)

Username

Sign In

Password

[Forgot Password?](#)
[Register](#)

☐ Remember me

QUICK TASKS

REPAIRS

Create a repair ticket, or view ticket details.

Ticket Number

PIN

[Create Repair Ticket](#)

INVOICES

Create an Invoice Inquiry, or view inquiry details.

Inquiry Number

PIN

[Create Invoice Inquiry](#)

WIRELESS SERVICES

Quickly make changes to your wireless services using these quick tasks.

[Check Order Status](#)

[Resume Service](#)

[Change User Information](#)

[Suspend Service](#)

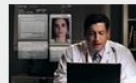
Enhance agency productivity with mobile technology.

Equip your workforce with secure, cost-effective mobile solutions for the Federal Government.

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News: Jul 2, 2014 HBR/Verizon Survey Respondents: "Cloud Provides a Competitive Advantage" >>



Connect virtually with mobile health solutions.

Provide an easy and cost-effective way to see a clinician for simple health conditions.



Speed up success with fiber-optic Internet.

Integrate communication technologies to help boost workforce productivity.



Create banking opportunities that stand out.

Give your customers ready access to cash and accounts with secure Managed Wireless ATMs.



Develop a more effective security strategy.

Explore the 2014 DBIR, and see how nine attack patterns can affect your industry.



Smartphones are getting down to business.

Give your organization an edge with smart devices.



Useful links.

Navigate to resources, success stories, support, and solutions tailored to your business.



Invoices Home Screen: Overview

Signing on to the Verizon Enterprise Center takes you to the *Invoices* home screen, your gateway to viewing invoices, downloading files, and generating reports.



Invoices

Utilities ▾ Settings ▾ Support ▾ My Access ▾

[Overview](#) | [View Invoices](#) | [View Inquiries](#) | ~~[Payments](#)~~ | [Analysis & Reporting](#) | [Paperless Billing](#)

[Home](#) / Invoices

Invoices ?

View invoices and make payments online. Use the Reporting and Analysis tools to manage costs.

Do not use the *Payments* link; your charges are automatically credit card billed.

Structure :Default Position :Default [Set position](#)

New Log-in Security Process

New Log-in Security Process

[Delete](#) | [Read more](#)

[Close](#) X

1 of 21

Overview | [Invoice List](#) | [Charts & Graphs](#)

Quick Access

View ☒ Invoice ☐ Account Summary NEW

Account / Phone / Circuit ?

Billing Period

Most Recent ▾



Invoice Inquiries

Create an invoice inquiry ? to dispute a charge and [much more](#).

▪ [Create an Invoice Inquiry](#)

▪ [View All Invoice Inquiries](#)

Find an Invoice Inquiry ?

Inquiry Tracking Number



Invoice Claims

View an invoice claim ? to track billing adjustments.

▪ [View All Invoice Claims](#)

Find an Invoice Claim ?

Claim Tracking Number



▪ [Advanced Search](#)

This image is the *Overview*. Click the *Invoice List* tab to view your Account Number. *Charts & Graphs* does not apply to conferencing.

If you know your Account Number, the quickest path to your invoice is to enter it here, select a billing period and click the red arrow.



Invoices Home Screen: Invoice List

Clicking *Invoice List* on the *Invoices* home screen displays your account number and related information. You can skip this screen and open a specific invoice by entering your Account Number and selecting a billing period on the *Overview* tab as seen on the preceding page.

[Overview](#) | [View Invoices](#) | [View Inquiries](#) | [Payments](#) | [Analysis & Reporting](#) | [Paperless Billing](#)

[Home](#) / Invoices

Structure :Default Position :Default [Set position](#)

Invoices ?

View invoices and make payments online.
Use the Reporting and Analysis tools to manage costs.

New Log-in Security Process

New Log-in Security Process

[Delete](#) | [Read more](#)

[Close](#) X

The *Invoice List* defaults to invoices in the last 30 days. Use the dropdown to select *Most Recent* or a specific date. After selecting, click the red arrow to reset the screen.

1 of 21

[Overview](#) | [Invoice List](#) | [Charts & Graphs](#)

View List of Accounts for Invoice Date Invoice Type

[Filter](#) [Sort](#) [Download](#) [Legend](#)

Showing 1 to 1 of 1

Quick Access	Corp/Group	Paper Status	Account Number	Account Name	Billing City	Billing State	GBR/GCP Number	Invoice Number	Invoice Date	Previous Charges	Current Charges	Currency
	U0000000		F9999999	LDRACCT293MM LDRACCT293MM	TOKYO			W269000138	06/01/2014	0.00	28,881.00	JPY



Interactive Online Bill: Invoice Summary Screen

Entering your Account Number on the *Invoices Overview* screen or selecting your account from the *Invoice List* opens your interactive online bill view to the *Invoice Summary* screen. This screen summarizes total billed charges and includes convenient hyperlinks to enable you to drill down to details of your conferences. Navigation links at the left provide quick access to related billing functions.

[Overview](#) | [View Invoices](#) | [View Inquiries](#) | [Payments](#) | [Analysis & Reporting](#) | [Paperless Billing](#)

[Home](#) / [Invoices](#) / [Billing Account Index](#) / Invoice Summary

Invoice Summary

Verizon Japan Ltd

Use these links to access related functions.

View Invoice Images and Detail Files and View Reports for this Invoice are especially useful.

Do not use any payment links, as your charges are automatically applied to your credit card.

[Account Summary](#)
[View Table of Contents](#)
[View Important Messages](#)
[Download this Page](#)
[Print/Download Paper Invoice](#)
[View Invoice Images and Detail Files](#)
[View Reports for this Invoice](#)
[Payment Instructions](#)
[View Payment History](#)
[Manage Electronic Media](#)
[Create an Invoice Inquiry](#)
[View Invoice Inquiries](#)
[Location/Service Index](#)
[View Customer Group History](#)

Customer ID	U0000000	Select Another
Account Number	F9999999	Select Another
Invoice Date	01/Jun/2014	01/Jun/2014 ▼
Invoice Number	W269000138	W269000138 ▼
Billing Name and Address	Your Name Your Company Name Building Suite Street Address City State/Province/Region Postal Code Country	
		Billing Currency (JPY)
Current Recurring Charges		0
Current Usage Charges		26,742
Net Charges		26,742
Taxes/VAT		2,139
Total Current Charges		28,881
Total Amount Due		28,881

Use the *Invoice Date* drop down to quickly open another invoice.

Click here to open a list of taxes and surcharges applied to the invoice

Click here to drill down to your conference charge detail.



Interactive Online Bill: Location/Service Index

Clicking the **Total Current Charges** hyperlink on the **Invoice Summary** screen opens the **Location/Service Index** which summarizes the charges for each conferencing product that you used during the billing period. Each product name is a hyperlink to open details about your conferences.

[Home](#) / [Invoices](#) / [Billing Account Index](#) / [Invoice Summary](#) / Location/Service Index

Location/Service Index

[View Table of Contents](#)
[Create an Invoice Inquiry](#)
[View Reports for this Invoice](#)

Customer ID	U0000000	Select Another
Account Number	F9999999	Select Another
Invoice Date	23/Nov/2013	23/Nov/2013 ▼
Invoice Number	Z52107915	

Use the **Invoice Date** drop down to quickly open another invoice.

You can open Analysis & Reporting from any bill screen.

[Filter](#) [Download](#)

Click a product to view details of your conferences.

Sorted by ID		Sorted by Solution/Service		Showing 1 to 2 of 2			
ID	Name	Address	Solution/Service	Solution/Service ID	Amount	Discounts & Promotions	Taxes and Surcharges
Filtered By: ID (CONF1111111.99999999) Remove							
CONF1111111.99999999	YOUR NAME	DMADDRESS130741 VANCOUVER, WA 98684-0818 USA	Audio Conferencing		28.62		
			Net Conferencing		17.40		
Total F9999999					28.62	0.00	0.00



Interactive Online Bill: Conferencing Charge Summary Screen

Clicking a product on the *Location/Service Index* opens a screen itemizing conferences using that product. Each confirmation number is a hyperlink to open further details about one specific conference. The example below is Audio Conferencing; Net and Video Conferencing have similar screens.

Audio Conferencing

[View Table of Contents](#)
[Create an Invoice Inquiry](#)
[View Reports for this Invoice](#)
[Download Conferencing Detail](#)
[Download Tax Detail](#)
[Download Product Detail](#)

Customer ID	U0000000 Select Another
Account Number	F9999999 Select Another
Invoice Date	23/Nov/2013 23/Nov/2013 ▼
Invoice Number	Z52107915
ID	CONF1111111.99999999 Select Another
Leader Name and Address	DMNAME011468623 DMADDRESS130741 VANCOUVER, WA 98684-0818 USA

[Filter](#) [Sort](#) [Download](#)

Click any underlined column heading to sort conferences. Examples: click *Conference Date* to sort by date, or click any charge column to sort by amount.

Click any →
Confirmation
Number to →
open details
for a specific
conference.

Conferencing Charges		Taxes and Surcharges								
Confirmation Number	<u>Conference Date</u>	<u>Customer Reference</u>	<u>Service Level</u>	<u>Participants</u>	<u>Minutes</u>	<u>Exchange Rate</u>	<u>Usage Charges</u>	<u>Feature Charges</u>	<u>Discounts and Promotions</u>	<u>Taxes and Surcharges</u>
IF7803396	10/Oct/2013	DEPT 123	Instant Meeting	0	0		0.00	0.00		
IF7803397	30/Oct/2013	DEPT 123	Instant Meeting	4	174		2.51	0.00		0.85
IF7803398	08/Oct/2013	DEPT 123	Instant Meeting	2	124		26.11	0.00		8.97
Total CONF1111111.99999999							28.62	0.00		9.82



Invoice Images and Detail Files: Selection Screen

Clicking the *View Invoice Images and Detail Files* link on the *Invoice Summary* screen (see page 10) opens the *Select Historical* screen, which is your path to three types of information:

1. *Invoices* - view, print and download PDF images of invoices.
2. *Conferencing Detail Records* - download and export a file of all conferences.
3. *Invoice Detail Records* - download and export a file of all charges on an invoice (available only with Europe and Asia-Pacific invoices).

Select Historical

Summary Account U0000000

Billing Account F9999999

Click a plus sign to open a list of available invoice months. This example shows the expanded *Invoices* view.

The screenshot shows the 'Select Historical' screen with the 'Invoices' section expanded. The left pane contains a list of invoice months: '2013 Nov' and '2013 Apr'. The right pane is blank, with a red annotation stating: 'This pane is blank until you select an invoice month to view from the menu at the left.'

Select Historical

Summary Account U0000000

Billing Account F9999999

Check *Enable Multi Select* to open a list of invoices that spans multiple dates.

The screenshot shows the 'Select Historical' screen with the 'Invoices' section expanded. The left pane contains a list of invoice months: '2013 Nov' and '2013 Apr'. The right pane displays a table of invoices. A red arrow points to the 'Enable Multi Select' checkbox, which is checked. Another red arrow points to the 'Download' link in the 'Links' column of the first row. A third red arrow points to the 'View' link in the 'Links' column of the first row.

Billing Account	Bill Date	Invoice Number	Type	Links
F9999999	11/23/2013	Z52107915	Invoice	View Download
F9999999	11/15/2013	Z5225108	Invoice	View Download
F9999999	11/01/2013	Z5271411	Invoice	View Download

Click *Download* to export the invoice image or file to your personal computer.

Click *View* to open a PDF invoice image in this pane.



Invoice Images and Detail Files: PDF Image of Paper Invoice

Clicking **View** for a specific invoice on the **Select Historical** screen opens a PDF view of a paper invoice in the right-hand pane. Scroll through the invoice pages, or use the bookmarks at the left to move to specific pages.

View Historical

Save

Summary Account U0000000 Billing Account F9999999 Bill Date 11/23/2013 Invoice Number Z52107915

Tools Sign Comment

1 / 68 100%

Bookmarks

- Statement of Account
- Location / Service Index
- Taxes and Surcharges Summary
- CONF0000000.99999999

Click a page name to move to a specific page. Click the plus sign for bookmarks that take you to your audio, net or video conferencing pages.

Customer ID: U0000000
Account Number: F9999999
Invoice Date: 23 Nov 2013
Invoice Number: Z52107915

DMNAME003652705
DMNAME004855932
DMADDRESS130651
LAKE FOREST IL 60045-4862

Invoice Summary	Total (USD)
Current Recurring Charges	\$1,500.00
Current Non-Recurring Charges	\$530.00
Current Usage Charges	\$9,861.59
Taxes and Surcharges	\$2,470.26
Total Current Charges	\$14,361.85
Past Due	-\$3.10
Total Amount Due	\$14,358.75
Payment is Due 23 December 2013	



Conferencing Reporting: Analysis & Reporting Home Screen

You may find that the interactive bill view described on the previous pages provides sufficient information to manage your conferencing costs. Additionally, you have over 30 conferencing reports in six categories available in the Verizon Enterprise Center *Analysis & Reporting* section.

Click *Standard Reports* to select from a list of all available reports.

You can also use the *Select Category* and *Select Report* dropdowns to choose a report.

[Overview](#) | [View Invoices](#) | [View Inquiries](#) | [Payments](#) | **[Analysis & Reporting](#)** | [Paperless Billing](#)

[Home](#) / [Invoices](#) / [Analysis & Reporting - Voice Data & IP](#) /

Analysis & Reporting ?

[Standard Reports](#) | [Customized Reports](#) | [Build Your Own Report](#) | [Scheduled Reports](#)

Standard Reports

Select Category: **Trending Data** ▼

Month over month comparisons of billed charges with up to 13 months of invoices included

Select Report: **13 Month Current Charges by Type of Charge** ▼

Up to 13 months of total current charges grouped by type of charge and month

[Submit](#) [View All](#)

Customized Reports

View your customized reports.

No Reports Available

At this time there are no conferencing Customized Reports.

[Build Your Own Report](#) [View All](#)

Scheduled Reports

No Reports Available

You can flag a report to run automatically when a new invoice becomes available. The names of any scheduled reports appear here for one-click access.

[View All](#)

Recent Reports

Your frequently accessed reports.

- [Audio Conference Invoice Summary - Account Level](#)
- [Conference Details - Audio & Net](#)
- [Feature Summary - Account Level](#)
- [Feature Summary - Customer Level](#)

The names of the five reports you ran most recently appear here to provide one-click access.



Conferencing Reporting: Standard Report Selection Screen

Clicking **Standard Reports** on the **Analysis & Reporting** home screen opens a list of all available reports. Use the **Category** drop down to limit the list of reports to a specific conferencing category. The example below shows the screen with the **Conferencing – Downloadable Reports** category selected.

Analysis & Reporting ?

[Standard Reports](#) | [Customized Reports](#) | [Build Your Own Report](#) | [Scheduled Reports](#)

Standard Reports

The default is all categories. Click the down arrow and select a category to limit the list to reports in a single category.

Category Conferencing - Downloadable Reports

Filter Sort Download

Click a Report Name to run a specific report.

Report Category	Report Name	Report Description
Conferencing - Downloadable Reports	Connection Details Download File - Enhanced	A pre-formatted downloadable CSV file of Audio and or Net Conferencing usage , which includes summary charge information for a select billing period at the conference, leader, and feature level, along with individual conference details.
Conferencing - Downloadable Reports	Connection Details Download File - Standard	A pre-formatted downloadable CSV file of Audio and or Net Conferencing usage , which includes summary charge information for a select billing period at the conference leader and feature level.
Conferencing - Downloadable Reports	Invoice Detail Feed	This report is a summary of all invoiced activity for a given billing account number, for a range of invoice dates. The output is a text file of summarized information per invoice, order number, product line and service code.
Conferencing - Downloadable Reports	Invoice Detail Report	This report contains information on all processed Conferencing orders, invoiced by Billing Account Number. This report will include invoice start date, end date and invoice number.
Conferencing - Downloadable Reports	Order Details Report	This report will display detailed usage for Conferencing orders for a specific time frame and billing account number, as defined by the user.
Conferencing - Downloadable Reports	Order Summary by CRC	This report will display Conferencing usage details by billing account number, including reference codes (if applicable), for a specific invoice date range.
Conferencing - Downloadable Reports	Telemanagement Report	The Telemanagement Activity Report will display telemanagement activity for a specific billing account number, for a specific date range.



Conferencing Reporting: Report Preview Screen

Clicking a report name on the *Standard Reports Selection* screen opens a preview screen where you can refine the report and confirm that the report's information meets your needs. The example below is the *Feature Summary* report. All reports have similar preview screens.

Analysis & Reporting ?

[Standard Reports](#) | [Customized Reports](#) | [Build Your Own Report](#) | [Scheduled Reports](#)

Feature Summary

Use *Runtime Option* to select a single date or across months and accounts.

Runtime Option: Summary Account Number: Summary Bill Date:
Account Number: November 23, 2013 View By:

Account Number	Account Name	Product	Charge Code Description	Count	Quantity	Currency	Charge Amount	Tax Amount	Total Amount
----------------	--------------	---------	-------------------------	-------	----------	----------	---------------	------------	--------------

Report Preview Only - Click 'Run Report' to view the report

Report columns are displayed to show the fields that are included. Use this to confirm that the report contains the desired information.

Click *Download* to view and export in file format. Reports with extensive data are best downloaded.

Click *Filter* to limit report content to defined parameters. (See next page.)

Click *Schedule* to flag the report to run automatically when a new invoice drops.

Click *Run Report* to view the report online. You can also download from the online view. Very large reports cannot be viewed successfully online. If your report includes more than 6000 records, a pop-up message will advise you to either filter the report or select download.



Conferencing Reporting: Filtering a Report

Clicking **Filter** on the Report Preview Screen opens a pop-up showing the fields in the report. Enter field values to define specific filters. Only reports having a large number of fields include filtering. This example is the Audio Conferencing Summary report.

Analysis & Reporting ?

[Standard Reports](#) | [Customized Reports](#) | [Build Your Own Report](#) | [Scheduled Reports](#)

Audio Conference Summary

Runtime Option: Summary Account Number: Summary Bill Date:
Account Number: Bill Date:

Summary Account Number	Summary Bill Date	Billing Account Number	Invoice Date	Invoice Number
------------------------	-------------------	------------------------	--------------	----------------

Report Preview Only - Click 'Run Report' to view the report

[Download](#) [Filter](#) [Schedule](#) [Run Report](#)

Click **Filter** to open the pop-up screen show at the right.

Enter a Confirmation Number or Conference Date to filter on specific conferences.

Enter a Customer Reference Code (CRC) to limit the report to conferences having that CRC.

Enter an amount or range of amounts to filter on conferences having the greatest overall cost, feature costs, highest taxes and surcharges, etc.

Filter

Filtering allows you to limit the items in the Billing table to only those that match the criteria you specify below. Once you have selected the desired filters click "Apply" button and you will be returned to the Billing table with the filter active.

Filter by :

Summary Account Number	<input type="text"/>	
Summary Bill Date	<input type="text"/>	= <input type="text"/> <input type="text"/>
Billing Account Number	<input type="text"/>	
Invoice Date	<input type="text"/>	= <input type="text"/> <input type="text"/>
Invoice Number	<input type="text"/>	
Leader ID	<input type="text"/>	
Leader	<input type="text"/>	
Confirmation Number	<input type="text"/>	
Conf Date	<input type="text"/>	= <input type="text"/> <input type="text"/>
Customer Reference Code	<input type="text"/>	
Total Lines	<input type="text"/>	
Conference Minutes	<input type="text"/>	= <input type="text"/>
Currency	<input type="text"/>	
Conference Amount	<input type="text"/>	= <input type="text"/>
Features Amount	<input type="text"/>	= <input type="text"/>
Taxes and Surcharges	<input type="text"/>	= <input type="text"/>
Total	<input type="text"/>	= <input type="text"/>

[Cancel](#) [Reset](#) [Apply](#)



Conferencing Reporting: Online Report View

Clicking **Run Report** from the Report Preview screen opens an online view of the report. The **Feature Summary – Account Level** example below is just one of over 30 available reports. This report is in table format; other reports include charts and graphs as appropriate. A report containing a large amount of data cannot be viewed online. If you select **Run** and your report will not display well, a pop up will open advising you to either filter the report or download it.

Analysis & Reporting

[Standard Reports](#) | [Customized Reports](#) | [Build Your Own Report](#) | [Scheduled Reports](#)

Feature Summary - Account Level

Summary Account	U0000000
Summary Bill Date	05/Aug/2013
Billing Account	F9999999
Bill Date	05/Aug/2013

[Download](#)

Showing 1 to 7 of 7

Account Number	Account Name	Product	Charge Code Description	Count	Quantity	Currency	Charge Amount	Tax Amount	Total Amount
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-100 Ports	2	0	USD	205.90	52.25	258.15
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-20 Ports	1	0	USD	0.00	0.00	0.00
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Instant Meeting Fee-50 Ports	4	0	USD	159.80	40.56	200.36
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Late Cancel Fee	1	0	USD	432.90	109.89	542.79
F9999999	DMACCOUNTLOMGNM40207	AUDIO	Unused Line Charge	2	0	USD	476.00	120.82	596.82
F9999999	DMACCOUNTLOMGNM40207	AUDIO	SUB TOTAL	10	0	USD	1,274.60	323.52	1,598.12
GRAND TOTAL FOR F9999999				10	0	USD	1,274.60	323.52	1,598.12



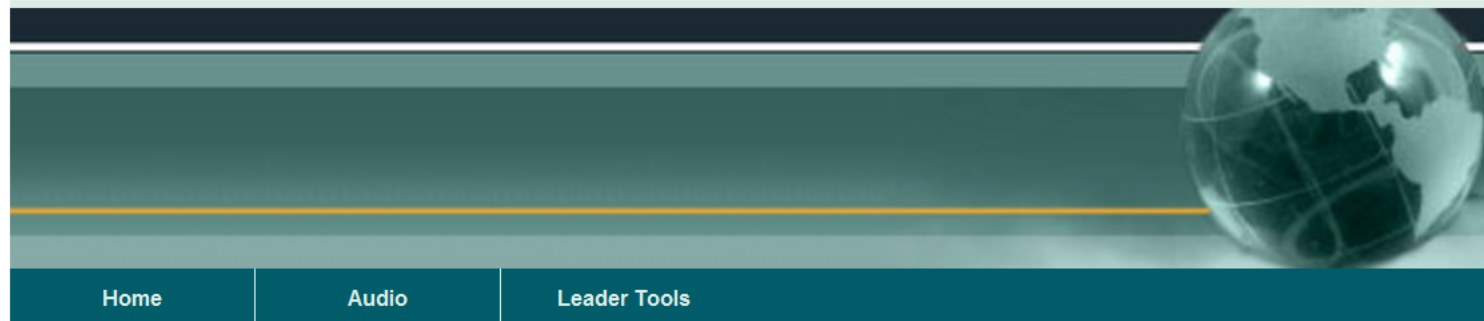
Managing Your Credit Card Payments

Although you view your invoices and run reports on your conferences in the Verizon Enterprise Center, you manage your credit card payments at www.mymeetings.com/ups.



Paying Your Invoice: Updating Your Credit Card Details

Your conferencing charges are automatically applied to the credit card on file for your account. If you need to update your credit card information on file, go to www.mymeetings.com/ups and log in.



Welcome to the UPS Audio Conferencing Center

Reservation Numbers

UPS Audio Conferencing provides employees an easy way to:

- Schedule a conference
- Host and participate in meetings
- Subscribe to select conferencing services
- Manage your conferences using tools built specifically for meeting leaders

To register for a new account, you must use a corporate credit card.

For authorization codes, conference rates and conferences which require more than 50 ports, please visit

<http://gid.inside.ups.com/gid/apps/acs/welcome.aspx> for more details.

Login:

Password:

Login

[Forgot Login/Password?](#)

[Register Now](#)



Paying Your Invoice: Updating Your Credit Card Details

After entering your *Manage My Meetings* login and password, you will be taken to the *Manage My Meetings* home screen. You will then need to click the *My Identity* tab to access your credit card detail.

NOTE: If you have not set up a *Manage My Meetings* login and password, please contact Reservations for assistance.

Conferencing Home > Manage My Meetings

Instant Meeting Subscriptions | Net Conferencing | Instant Video Subscriptions | Reserved Audio Calls | Reserved Video Conferences | **My Identity** | Messages

Current/Future ✓ | Completed

To View your passcodes, Update or Delete a subscription, click on the Conference ID. To control your Instant Meeting via the web, click on the arrow under the Features column.

Conference ID	Meeting Description	Dialed to Number(Total)	Leader	Features
---------------	---------------------	-------------------------	--------	----------



Paying Your Invoice: Updating Your Credit Card Details

Clicking the *My Identity* tab opens a screen displaying your information as stored in the system. Click [Please click here to update your credit card information](#) to open a screen where you can edit your information.

Conferencing Home > Manage My Meetings

Instant Meeting Subscriptions Net Conferencing **My Identity** Messages

Your Name:

Address Line 1:

Address Line 2:

Address Line 3:

City/State/Zip:

Country:

Phone: Ext.:

Fax Number:

E-mail Address:

Time Zone:

WHVW-SHRSOHRW:

Please enter up to 25 alphanumeric characters, which can be used as a reference code to identify the calls listed on your Verizon Audio Conferencing invoice by name, number or a combination of both. Please refer to Help for additional details.

[Please click here to update your credit card information.](#)

[Please click here to change your password.](#)

Security Question:

Security Answer:



Paying Your Invoice: Updating Your Credit Card Details





On the *My Credit Card Information* screen, edit the fields as needed to update your card information, and click *Proceed*.

Conferencing Home > Manage My Meetings

My Credit Card Information


* Name on Card

* Card Number

* Card Type    

* Expiration Date

* Zip Code

CVV 



Paying Your Invoice: Updating Your Credit Card Details

After successfully updating your credit card details, you will receive an on-screen confirmation of the update. Click *Proceed* to complete the final step of the update and return to the *My Identity* profile.

Conferencing Home > Manage My Meetings

My Credit Card Information

Your credit card was successfully changed. Press [PROCEED](#) to Update Your Profile