

Changing the Statement Email Message:

- You can email a statement anytime; when you are billing it for the first time or anytime thereafter.
- You can email a statement as many times as you would like.
- Once you select the statements you want to bill; select the statement date and/or end date; select Email Statements; and select Bill Selected Clients, you will be in the Email Statements screen.
- You can change the Email Subject and you can change anything about the statement Email Message. Use standard computer edit keys to insert, delete, copy and paste.

End