

## **Reminder Billing Statements**

Interbill has created Reminder Billing to prod clients who are overdue to pay. You can bill all overdue clients or you can bill selected overdue clients. You can print and mail the Reminder bill or Email the Reminder bill.

### **The Reminder Billing Process**

From the main menu, select Statements.

From Statements click on the Reminder Billing tab.

If you want to send Reminder bills to all overdue clients, screen right, click the first button on the right Select all Reminder Statements.

If you want to select only certain clients to Reminder bill, screen left, click the box next to the client's name.

If you want to print (as opposed to Email selected Reminder bills), screen right, click Create Overdue Statement(s).

If you want to email selected Reminder bill, screen right, click the last button (yellow) Email Selected Reminders.

The Email Popup with overdue statements selected.

You can deselect clients to Reminder bill at this point by unchecking the check mark to the right.

You can add Messages and add BCCs and CCs.

**End**