

Invoices

You may set up your invoices to be received either by email or US Mail.

Click on “Invoices” in the left menu bar within the Infinisource Online Portal.

GO PAPERLESS

You can choose from two delivery methods to receive your monthly Continuation Coverage Invoices.

1. US Mail
2. Email - your monthly Continuation Coverage Invoice(s) will be sent via email as an attachment.

You will have access to download all of your monthly Continuation Coverage Invoice(s) via the COBRA Employee site under Invoices Sent.

US Mail
 Email (johndoe@test.com)

Here you have the option to choose between US Mail or email for your invoices.

***Note:** You must first confirm your email address with Infinisource before you can set up to receive invoices via email. You can do that under “My Profile” and click on “Confirm”.

You will receive an email to confirm that we have the correct email address listed for you.

Contact Email

johndoe@test.com Confirm

Subject: Infinisource. EMail address confirmation.

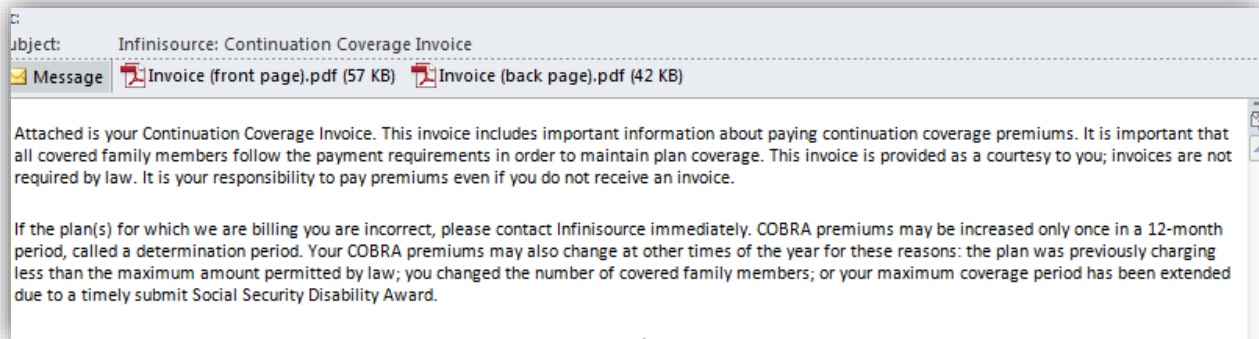
Dear KELLY FALGER,

You have requested email address confirmation, please open confirmation link in browser:
Email: johndoe@test.com
Confirmation: <https://netsecure.infinisource.com/QB/Client/Confirmations.aspx?e=ZWU3MTVINmQtOTYzMI00OTk1LTg0NWUyTISOWU2MxYyTBm1G1oZWNRbWFuQGluZmluaXNvdXJlZ55ib218NIM1ODM0M+MvNlUwOTUwNlcy>


If you have any questions please contact Infinisource Support Team by email support@infinisource.com.

When you click on the confirmation link, it will open a browser window with a statement that your email address has been confirmed successfully with Infinisource.

When your invoices begin arriving to you via email, they will come as attachments.



You may view your invoices from within the Online Portal by selecting “Invoices” from the left menu and then clicking **Download** next to the invoice you would like to view.

Invoices Sent			
Invoice Date	Invoice No	Payor	Download
6/16/2014	THODM4E04	MIOSOTIS THODALO	 Download
11/18/2013	PRIEJ5815	MIOSOTIS THODALO	Download

Please note: If recurring payments are being set up please note an invoice will no longer be sent via mail or email, but they can be viewed online under the invoices tab.