



1. Log into your account.

A screenshot of the Verizon Business Sign In page. The page has a red vertical bar on the left side. The main content area is white with a light gray background. The title "Business Sign In" is at the top. Below it is a text input field for "Username". Underneath the field is a link "FORGOT USERNAME or PASSWORD >". There are two buttons: "Sign In" (dark gray) and "Register" (light gray). Below the buttons is a checkbox labeled "Remember Me". At the bottom, there is a link "Having trouble signing in? Contact us >".

Business Sign In

Username

[FORGOT USERNAME or PASSWORD >](#)

Sign In **Register**

Remember Me

Having trouble signing in? [Contact us >](#)

Manage Account

Support

Wireless & Mobility



Billing



View Invoices

Reports

Service

Manage Billing Accounts

Manage Wireless Numbers

Bulk Account Maintenance

Wireless Transaction History

Product Tools

Device Recycling

Machine to Machine Management Center


Network Event Notification

- 2. Roll your mouse over Manage Account
- 3. Click Billing

4. Select View Statements

Billing

Manage Payments & Statements



Manage Payments


- One Time Payment
- Recurring Payment
- Payment Account

Payment Status

Payment History

Statements

- View Statements**
- Current Usage
- Go Paperless



Account Summary - Wireless

Structure: Default Position: Default

[Set Default Position](#)

Account Information

Accounts:

Statement Date:

Download Your Statement:

[Download As](#)

Select One

PDF
CSV
XML

Current Balance

5. Select Statement Date.
6. Choose PDF from drop down menu.
7. Click Go.

Save the file and repeat for each month.