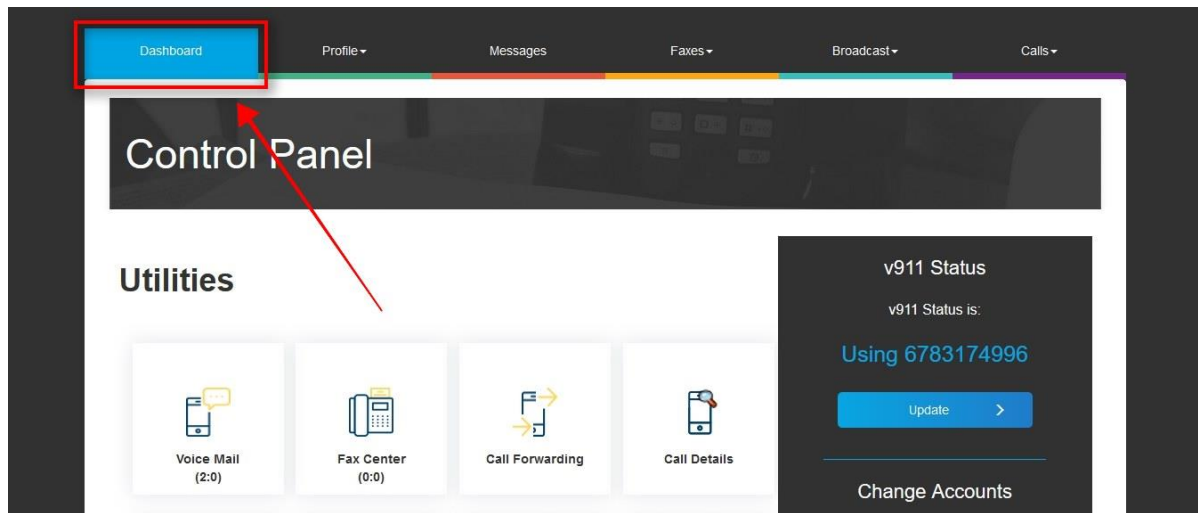




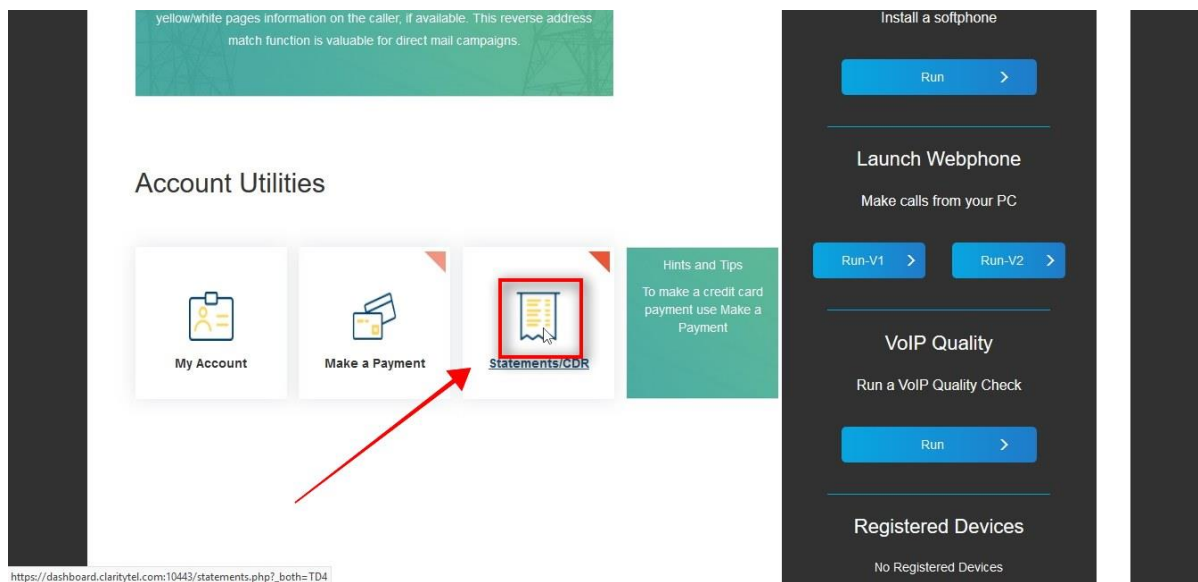
View Statements



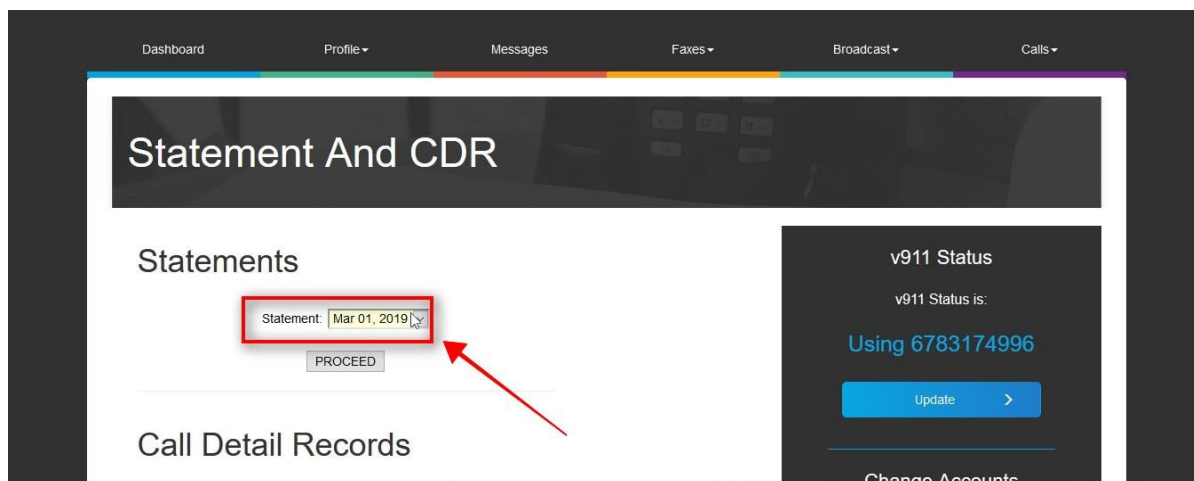
STEP 1: Click the "Dashboard" button as shown below.



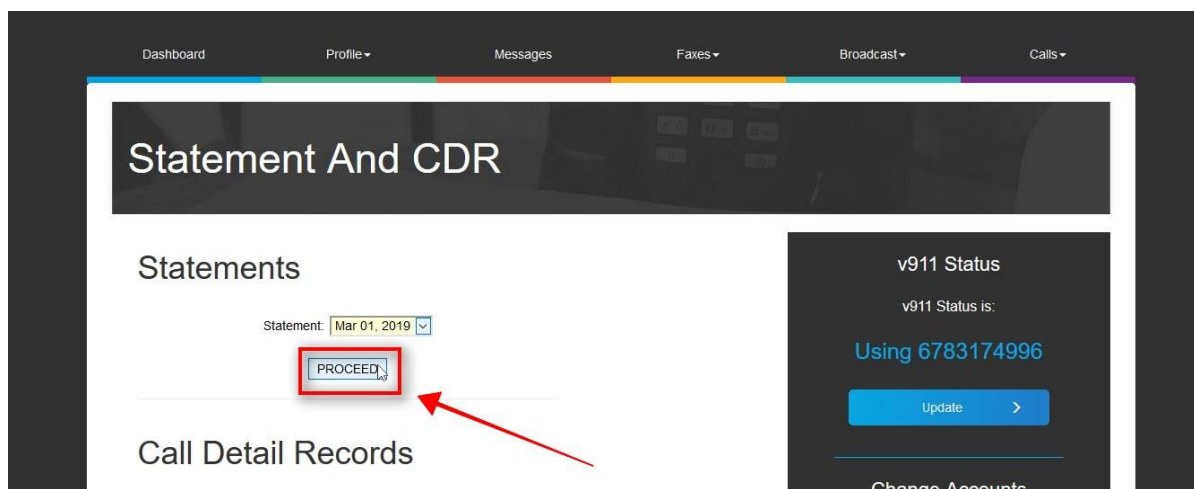
STEP 2: Scroll down to the "Account Utilities" section and click "Statements/CDR".



STEP 3: Click in the "Statement" drop-down menu and select the statement date that you want to view.

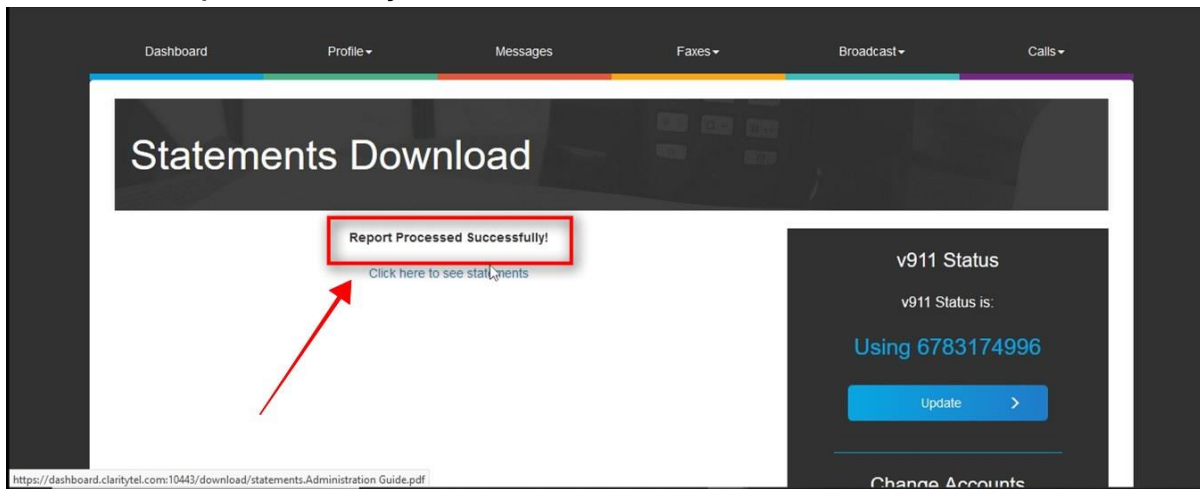


STEP 4: Click on "PROCEED" to retrieve your statement.

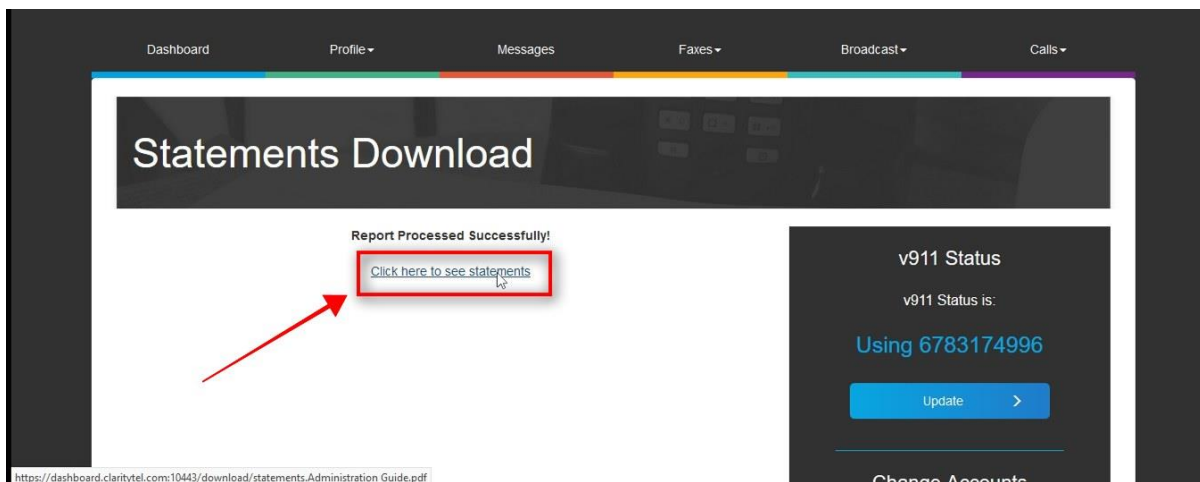


STEP 5: You will see the message "Report Processed Successfully!" when your statement has been generated.

NOTE: If you receive an error message then there is no invoice to generate for the time period that you selected.



STEP 6: Click "Click here to see statements" to open or save your statement.



STEP 7: Your statement will display as shown below.

CLARITYTEL 4850 Sugarloaf Pkwy
Suite 209-356
Lawrenceville, GA 30044

Statement Of Account

Date	Customer
Mar 01, 2019	1002
Terms	Due Date
On Receipt	Mar 15, 2019

Billing Inquiries: 866.399.8647

Bill To

Clarity Telemanagement
4850 Sugarloaf Pkwy
Suite 209-356
Lawrenceville GA 30044

Please cut and return stub with your payment

Amount Due	Amount Enclosed
\$ -0.06	

Customer: 1002, Clarity Telemanagement Mar 01, 2019 Billing Inquiries: 866.399.8647

Statement of Account

Previous Balance: 0.06 CR

STEP 8 (Optional): To download a Monthly Call Detail Record for your account Click "Dashboard" as shown below.

Dashboard Profile Messages Faxes Broadcast Calls

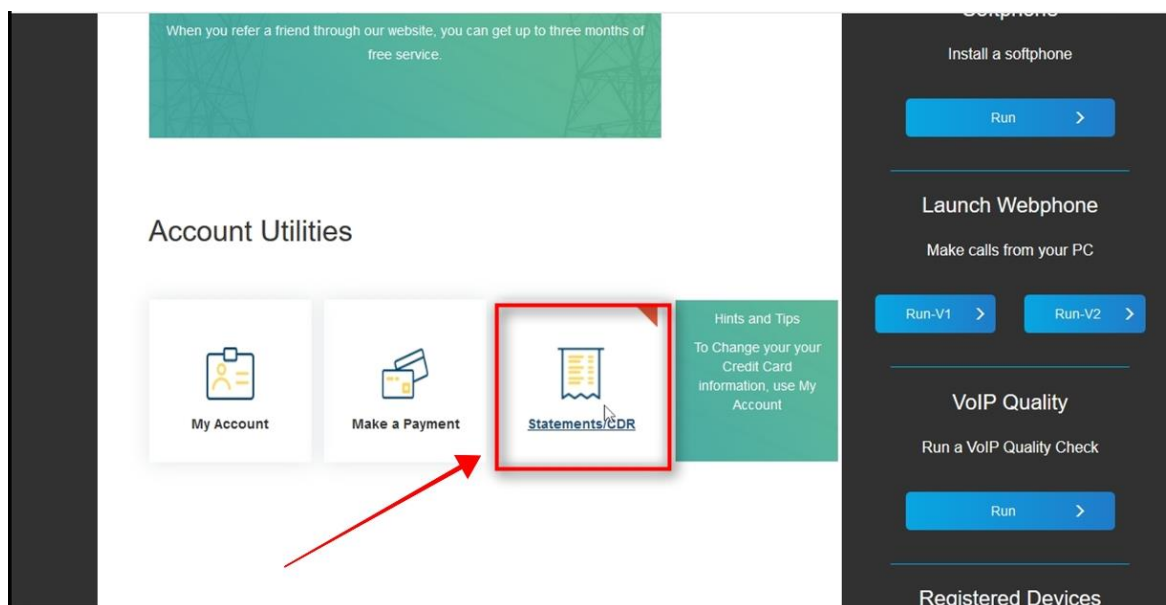
Statements Download

Report Processed Successfully!
[Click here to see statements](#)

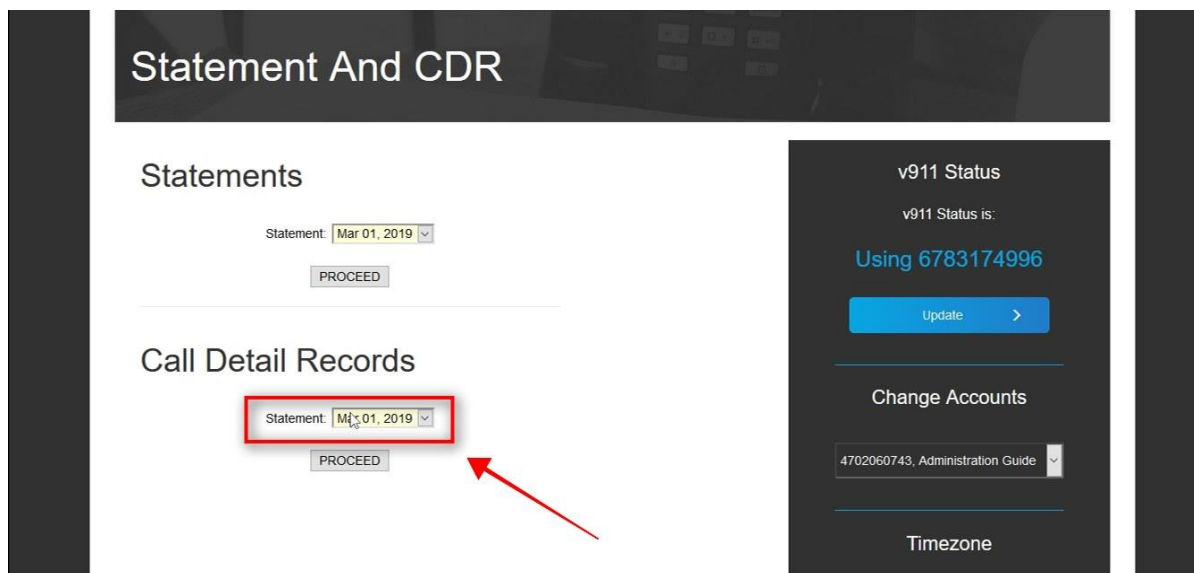
v911 Status
v911 Status is:
Using 6783174996
[Update](#)

Change Accounts

STEP 9: Click the "Statements/CDR" button as shown below.



STEP 10: Click in the "Statement" drop-down box below the Call Detail Records header.



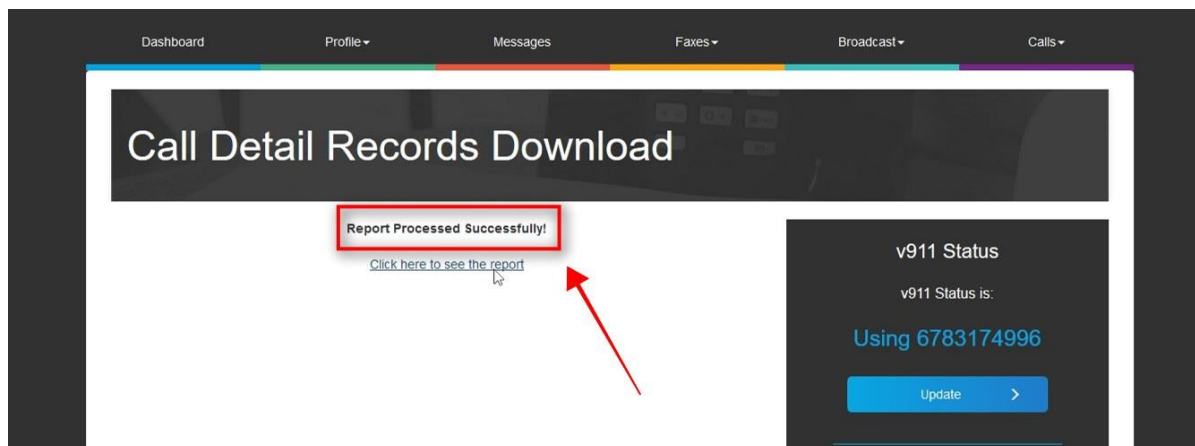
STEP 11: Select the desired billing period from the list.

The screenshot shows the 'Statement And CDR' interface. A dropdown menu is open, displaying a list of billing periods from 'Mar 01, 2019' at the top to 'Aug 01, 2017' at the bottom. The 'Mar 01, 2019' option is highlighted. A red box is drawn around the dropdown menu. A red arrow points to the 'PROCEED' button located below the dropdown menu.

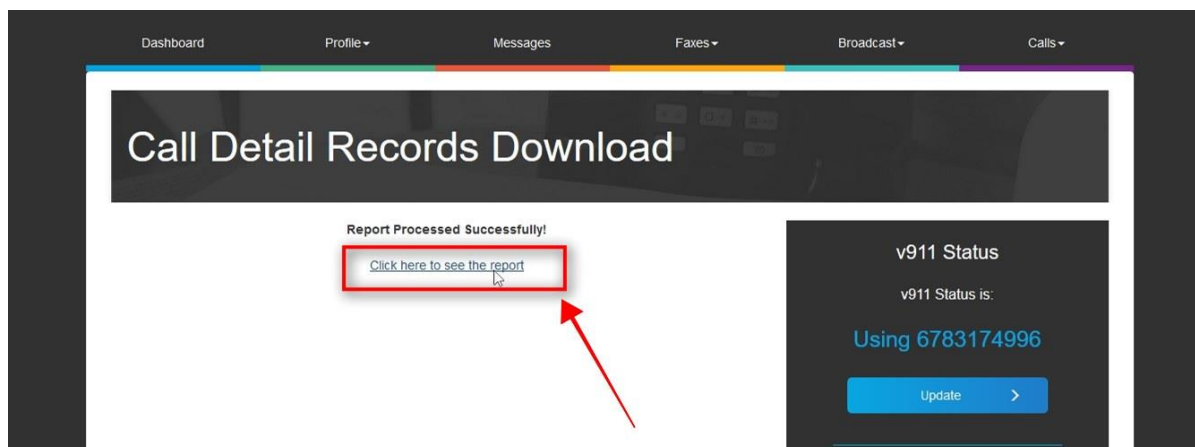
Step 12: Click "Proceed" to generate your monthly CDR.

The screenshot shows the 'Statement And CDR' interface. The 'Statement' dropdown menu is now closed, and 'Mar 01, 2019' is selected. The 'PROCEED' button is highlighted with a red box. A red arrow points to the 'PROCEED' button.

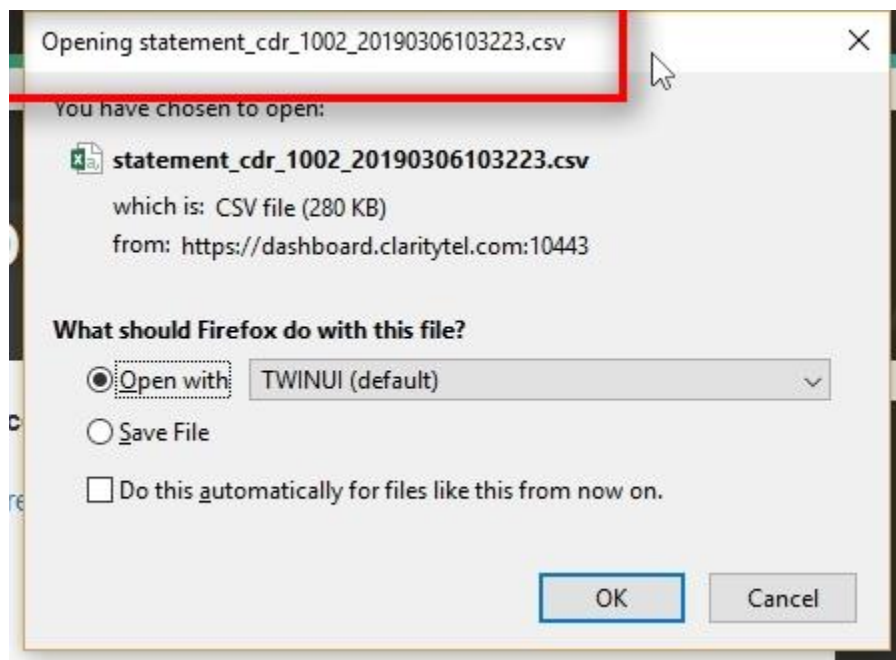
Step 13: If there is data for the billing period selected you will receive the message "Report Processed Successfully!"



Step 14: Click the link "Click here to see the report".



Step 15: You will have the option to Open or Save your CDR as a CSV file.



Step 16: Your file will open in a spreadsheet as shown below.

call_started	origin_number	destination	duration	retail_cost	acctcode
2/1/2019 7:21	6783174996	7.71E+09	126	0	
2/1/2019 7:38	6783174996	1.77E+10	150	0	
2/1/2019 7:54	4044571351	8E+09	234	0.1521	
2/1/2019 7:55	4044571351	V6784051	198	0	
2/1/2019 7:55	9729420500	6.78E+09	2106	0	
2/1/2019 7:55	9729420500	6.78E+09	2112	0	
2/1/2019 7:55	9729420500	V6784056	2106	0	
2/1/2019 8:04	7709551717	1.8E+10	198	0	
2/1/2019 8:31	9123180087	8E+09	144	0.0936	
2/1/2019 8:31	9123180087	V6784051	120	0	
2/1/2019 8:52	8773367445	7.7E+09	12	0	
2/1/2019 9:02	7707140592	6.78E+09	246	0	
2/1/2019 9:02	7707140592	V6783174	246	0	
2/1/2019 9:07	6783174996	6.78E+09	732	0.4758	
2/1/2019 9:07	6783174996	6.78E+09	732	0	
2/1/2019 9:07	6783174996	V6783032	732	0	
2/1/2019 9:17	6787014709	6.78E+09	360	0	
2/1/2019 9:17	6787014709	V6784051	360	0	
2/1/2019 9:19	8889340001	6.78E+09	24	0	
2/1/2019 9:20	8889340001	6.78E+09	24	0	
2/1/2019 9:21	8889340001	6.78E+09	24	0	
2/1/2019 9:21	8889340001	6.78E+09	12	0	
2/1/2019 9:22	4047339694	4.04E+09	6	0	
2/1/2019 9:26	6784051839	7.71E+09	216	0	

For additional assistance please call Clarity Support at 866-399-8647 or email support@claritytel.com.