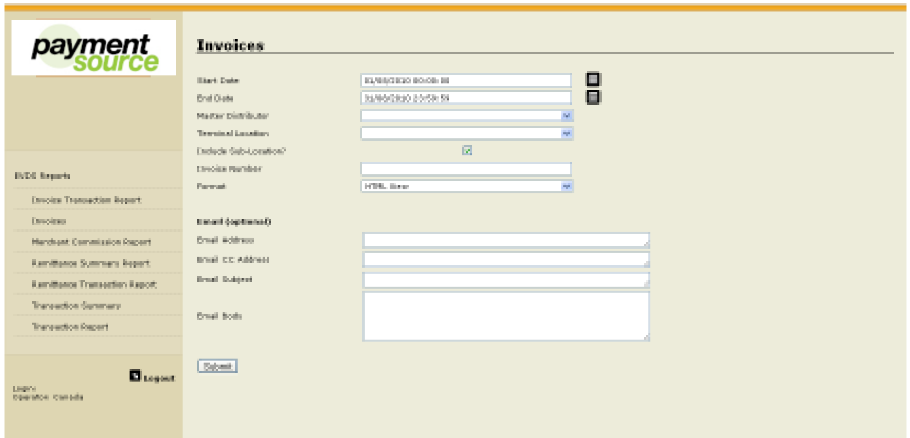
How to Generate Invoices and Reports on the Extranet

1. Go to https://report.ezipin.com/ to login. This will bring you to the login page. Please enter the login ID and password provided to you by e-mail.

2. From the menu on the left hand side you may choose the option that you want.

3. To generate your invoices follow these steps:

- click “Invoices”



- Select a date range which includes the Sunday invoice date.
    - A longer date range will give access to all of your invoices in that period.
- You do not need to select any other data from the drop-down menus unless you have specialized billing (this can be discussed with the Payment Source finance department).
- Click on the “Submit” button
- Your invoices will now be listed by number with the period of invoicing and a summary of the charges.
- Select the invoice you wish to view.
    - For customers who pay for more than one location, you can see a summary of these charges, by store, by clicking on the invoice number under the “Detailed Billing” column.