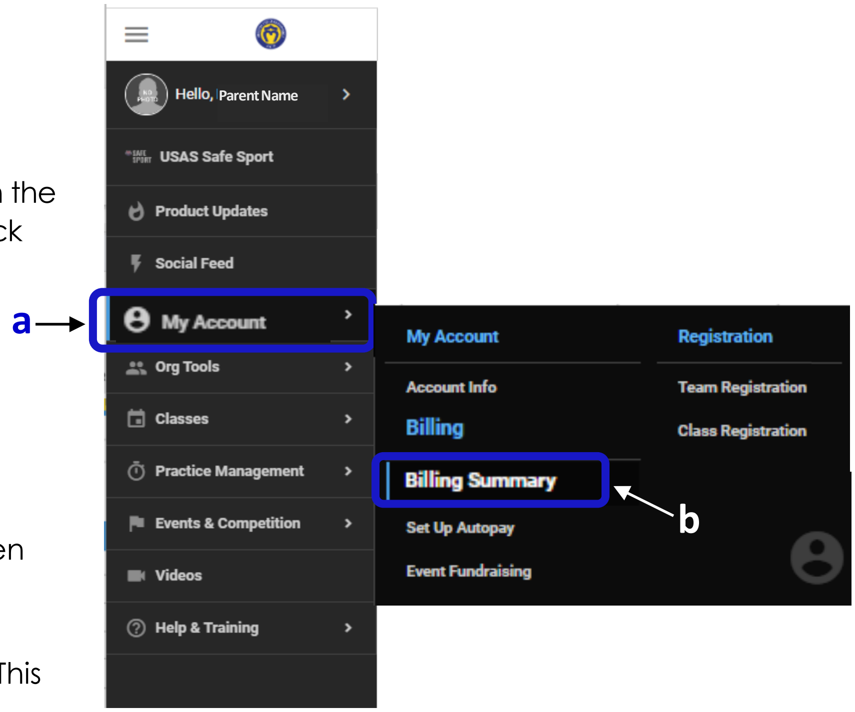
Where Can I See My Billing History

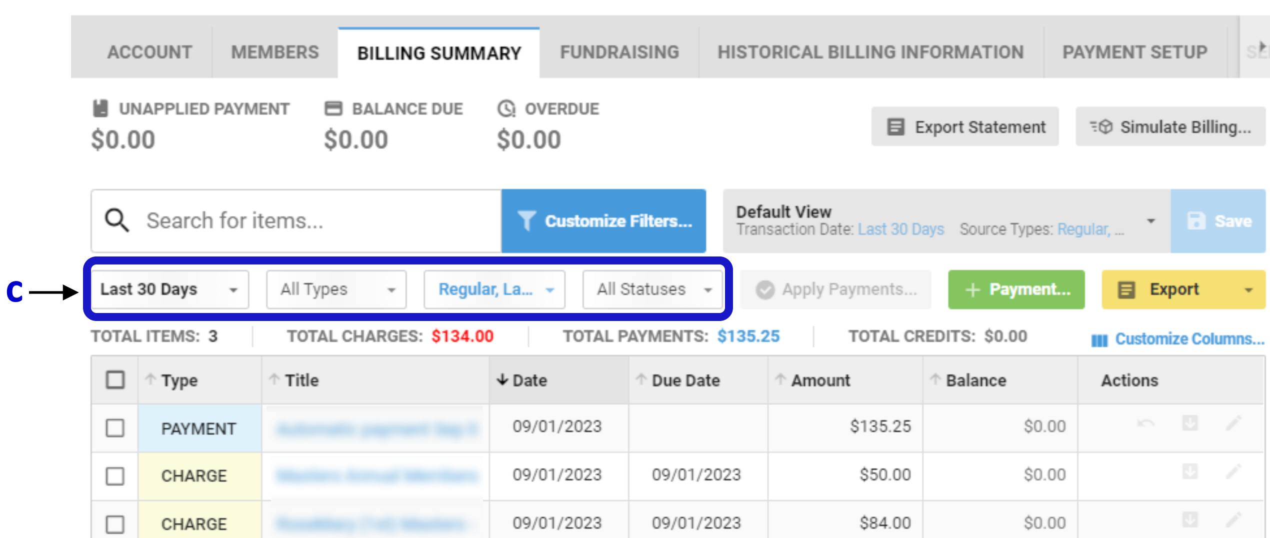
Here's how to see your billing history, including current charges, new charges, and payments made this month.

1. Access your account. If you need help, click this link to access the instructions in *How Do I Access My Team Unify Account*: https://www.teamunify.com/team/scmvn/page/team-unify-faqs.

2. Click on **My Account** (**a**) in the navigation panel, then click on **Billing Summary** (**b**) under **Billing**.



3. The **Billing Summary** screen displays charges and payments made based on the filters (**c**) applied. This is the default view:



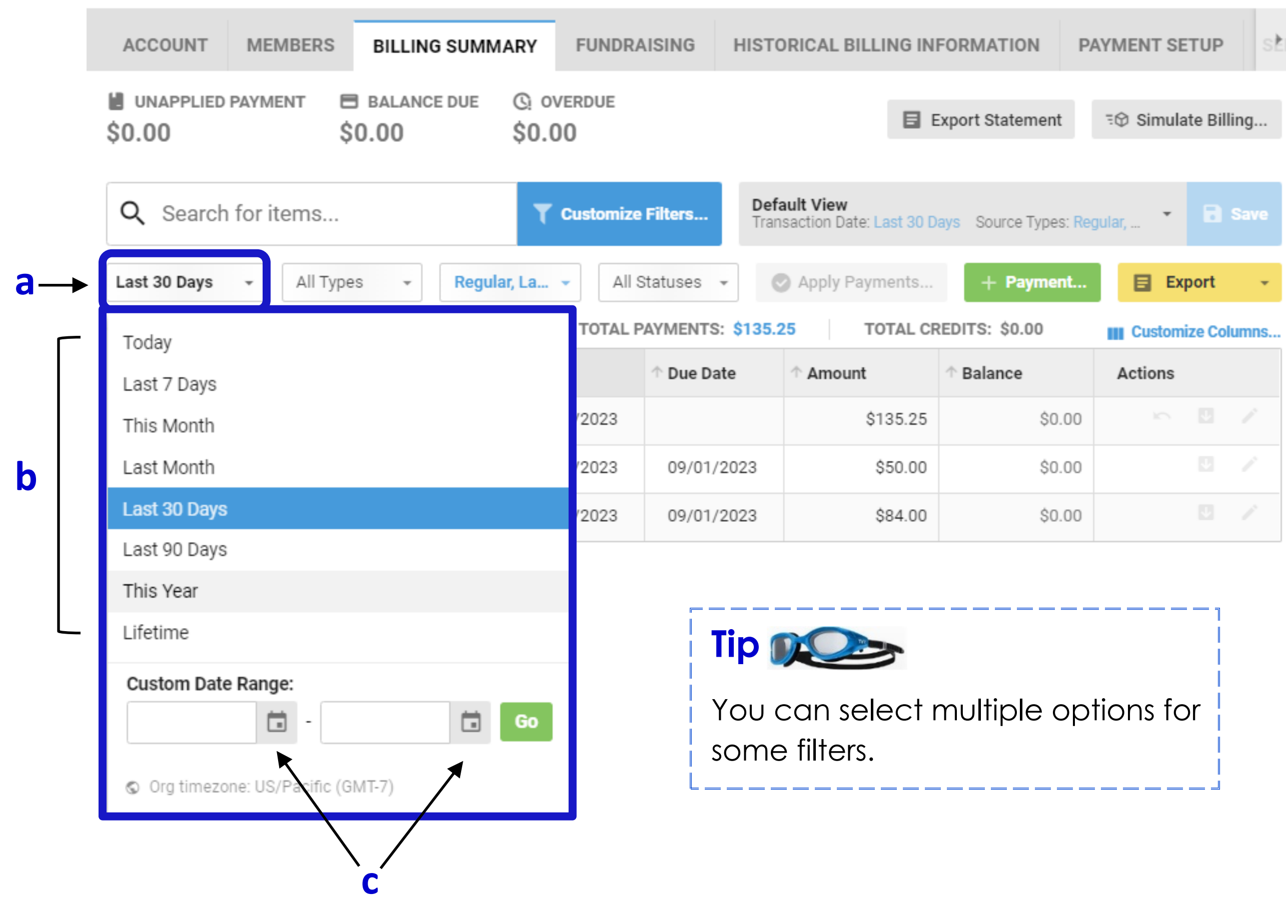
4. You can change individual filters (step 4A) or multiple filters (step 4C) at the same time.

4A. To change a filter, click on the desired filter.

For example, click the first filter on the left (**a**) ("Last 30 Days") – <u>Transaction Date</u> filter – then select an option (**b**).

– OR –

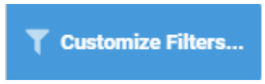
Alternatively, type a Custom Date Range (MMDDYYYY format) or use the pop-up calendars (**c**) to select the date range then click **Go**.



Tip

You can select multiple options for some filters.

4B. Continue with step 5.

4C. To change multiple filters, click 

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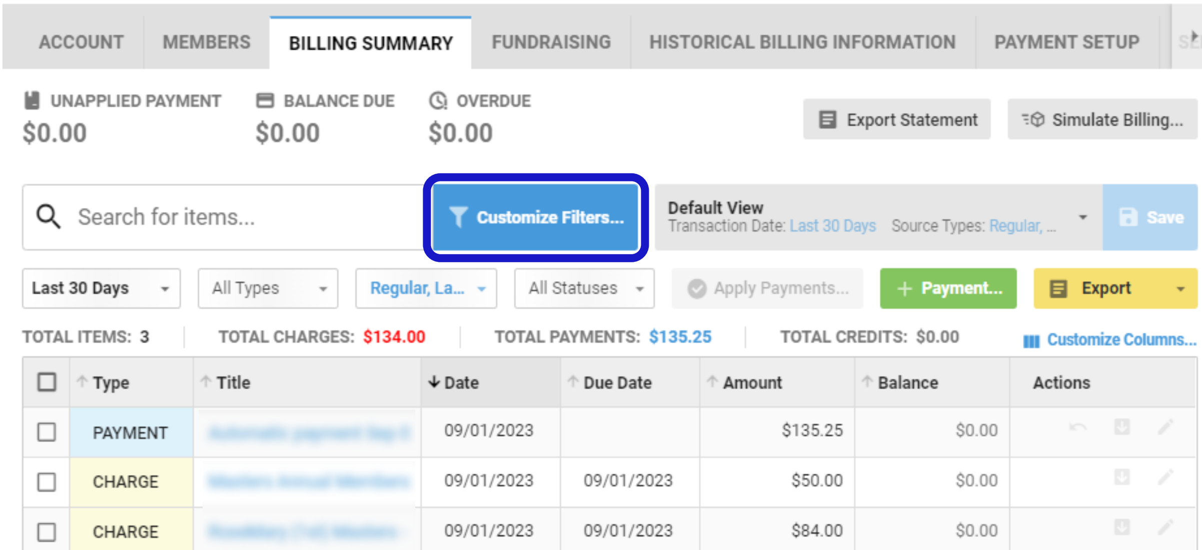

4D. The Customize Filters window displays all the filters that can be changed at the same time. To change the filter(s) click in the desired field for each filter, select the option(s), then click 

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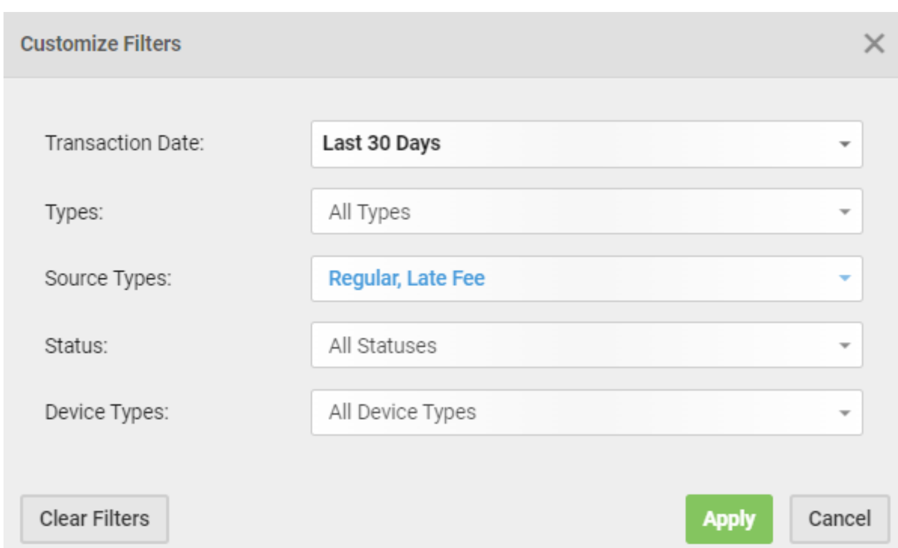
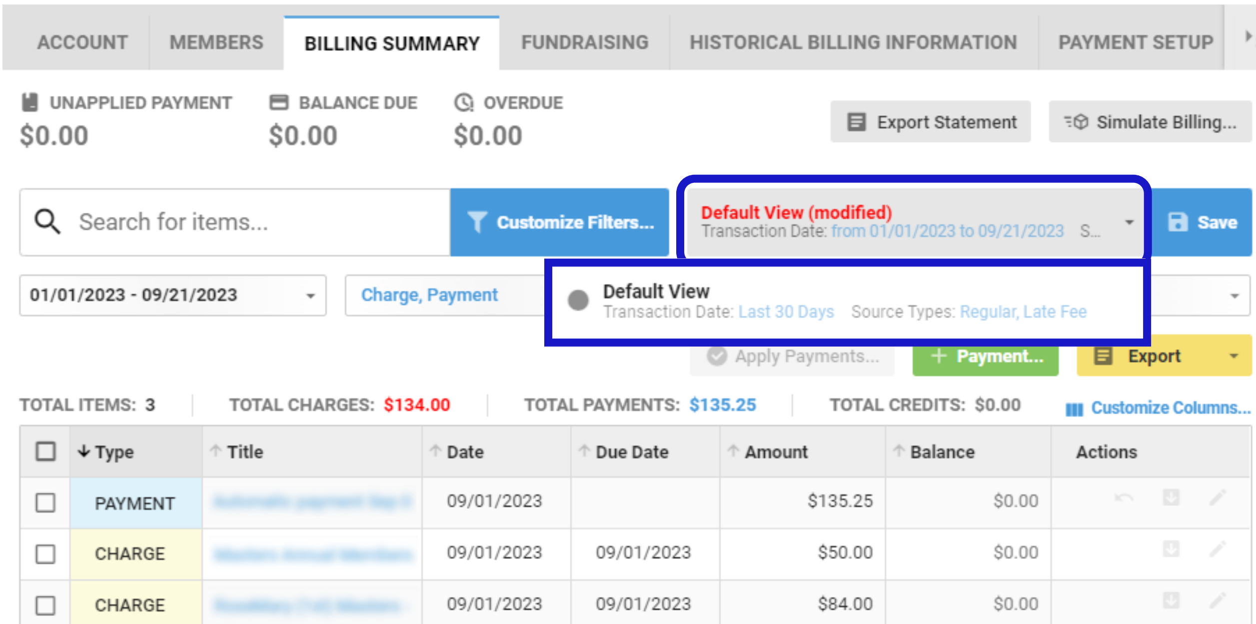


5. To return to the default view click 

. Click the **Default View** option when it displays.



6. Click this link to continue with other Team Unify instructions: https://www.teamunify.com/team/scmvn/page/team-unify-faqs.

- *How to Add Emails to My Account*
- *How to Change My Athlete's Apparel Sizes*
- *How to Enter or Update My Credit Card*
- *How Many Service Hours Have I Done or Owe*
- *How Can I Access the Team Directory*
- *How Do I Sign Up for a Meet*
- *How Do I Sign Up for a Volunteer Job*
- *How Do I Suspend My Membership*