



MyABC Billing Portal

ACCESS THE PORTAL

- 1 Go to myabc.abcimaging.com and log in to the site. (See Fig. 1)
- 2 Enter user name and temporary password.
- 3 Click **Log in**. The Billing Portal Home page appears.

UPDATE YOUR PROFILE

- 1 Click **My Profile** in the top navigation menu on the Home page. (See Fig. 2)
- 2 Click on the blue hyperlink **Change Password** to change your temporary password to a confidential one for your location. (See Fig. 3)
- 3 Click the blue **Change** button when you are done. (See Fig. 4)

CREATE A NEW ACCOUNT

- 1 Click **Request a new account** link underneath the Log in button in the Billing Portal Log in page.
 - 2 In the form, provide your company name, company code, username, email address, and password to be associated with your account.
 - 3 Click the blue **Request Account** button.
- You will receive an email confirming that your account has been set up.

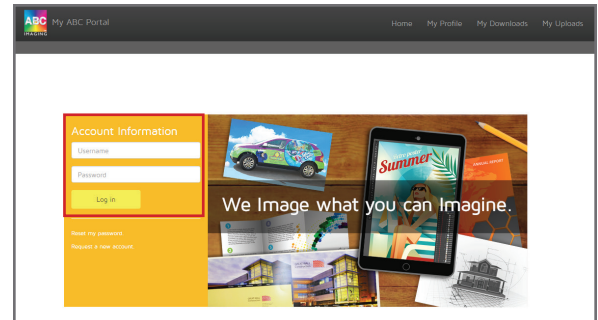


Figure 1: Billing Portal Log In

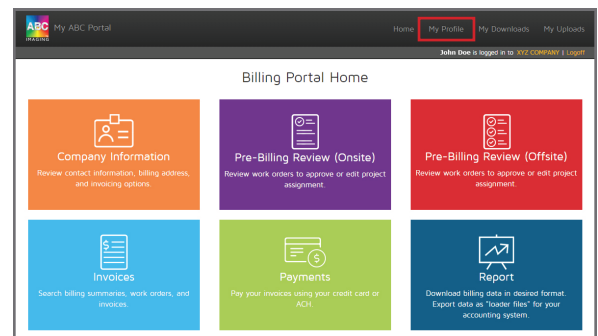


Figure 2: Billing Portal Home

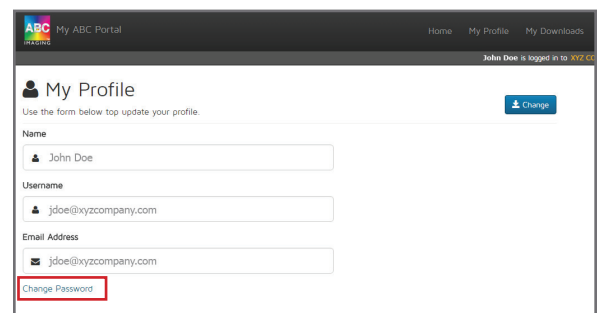


Figure 3: My Profile

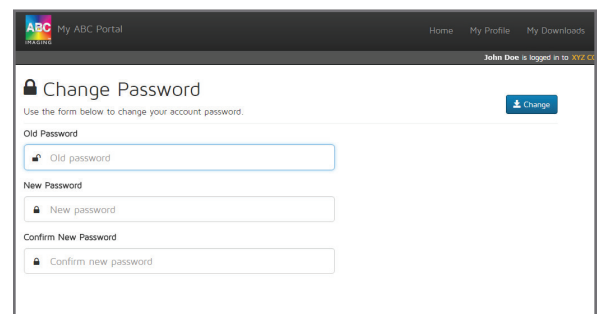


Figure 4: Change Password

If you have any questions, please contact the billing department at billing@abcimaging.com.

Simply click the **Payments** box on the Billing Portal Home page (See Fig. 5)

**VIEW FILES
IN MY
DOWNLOADS**

- 1 To view the generated PDF consisting of the billing summary, work orders, and invoices, click **My Downloads** in the top navigation menu. The My Downloads page appears. (See Fig. 9)
- 2 A blue **Download** button will appear in the Action column when the file is ready to be downloaded. Click it to download the PDF to your computer.

