



# MyABC Billing Portal

## ACCESS THE PORTAL

- 1 Go to [myabc.abcimaging.com](http://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.

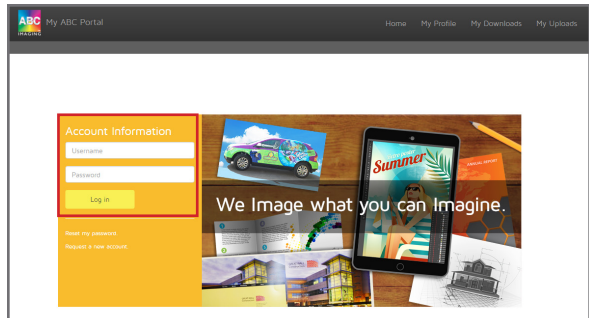


Figure 1: Billing Portal Log In

## 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)

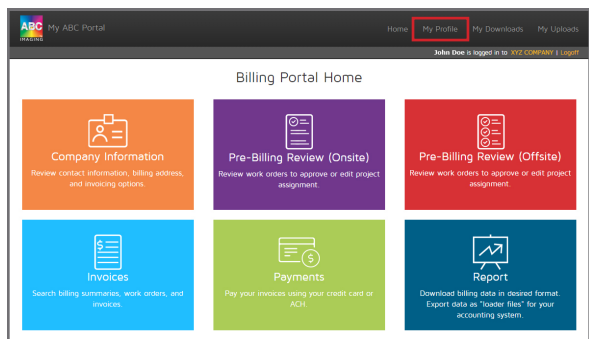


Figure 2: Billing Portal Home

## 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.

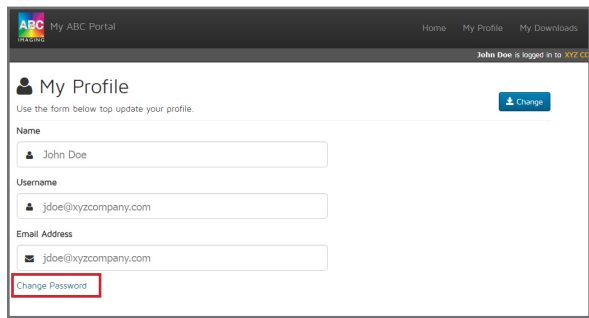


Figure 3: My Profile

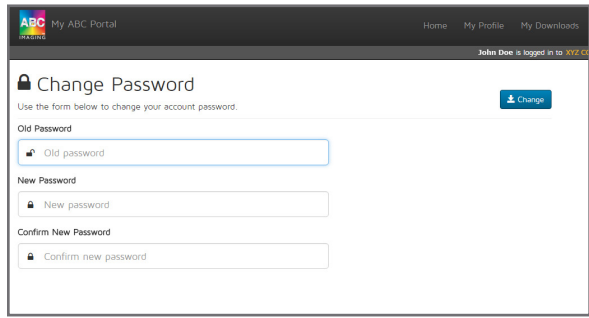


Figure 4: Change Password

If you have any questions, please contact the billing department at [billing@abcimaging.com](mailto:billing@abcimaging.com).

## REVIEW INVOICES AND BILLING SUMMARIES

- 1 Click on the light blue **Invoices** box to search for billing summaries, work orders, statements, and invoices. The Invoices page appears. (See Fig. 5),
- 2 In the Billing Summaries tab on the Invoices page, select a billing date/location and click **Search**. (See Fig. 6) The Billing Summaries page appears. It contains a listing of billing summaries of the selected date. (See Fig. 7)
- 3 Click the ▶ icon next to a summary number. The Invoices for Billing Summary page appears. It contains a listing of invoices of the selected summary. (See Fig. 8)  
 Or  
 Click the 👁 icon to view the Billing Summary PDF which contains a listing of invoices of the selected summary.  
 Or  
 Click the 📄 icon or 📄 icon to download a copy of the Billing Summary to review.  
 Or  
 Click the 📄 icon and click **OK** in the popup message box to generate a PDF consisting of the billing summary, work orders, and invoices in the **My Downloads** page (see View Files in My Downloads below).

- 4 On the Invoices for Billing Summary page, click the ▶ icon next to an invoice number to view its list of work orders.  
 Or  
 Click the 👁 icon to view the PDF which contains the invoice and the work order backup for the invoice.  
 Or  
 Click the 📄 icon or 📄 icon to download a copy of the invoice and the work order backup for invoice to review.

## 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.

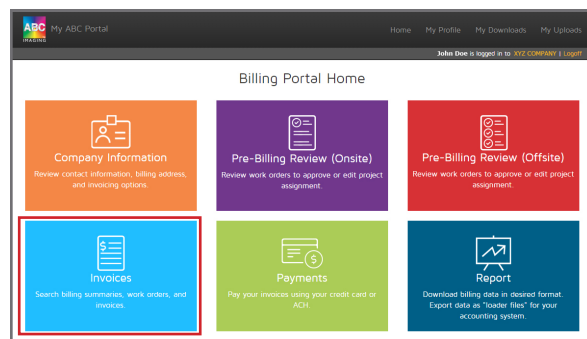


Figure 5: Billing Portal Home

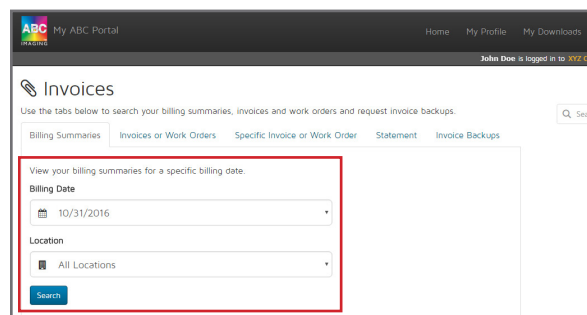


Figure 6: Search Billing Summaries

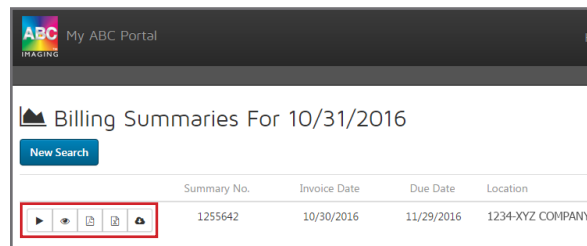


Figure 7: Billing Summaries page of selected date

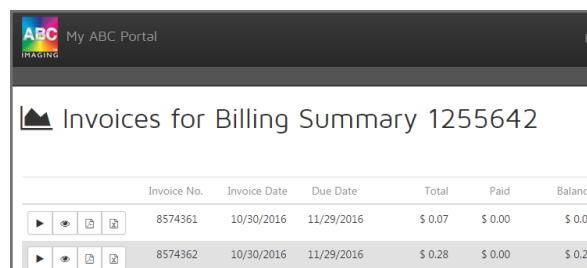


Figure 8: Invoices for Billing Summary shows list of invoices of selected summary

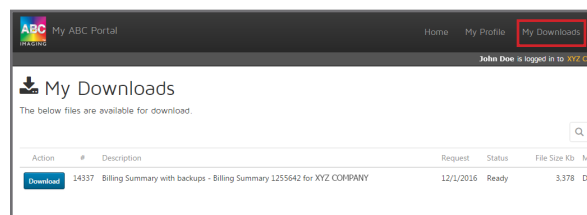


Figure 9: My Downloads