

## DCRB/PCRB Invoice Notification and Invoice Online Access

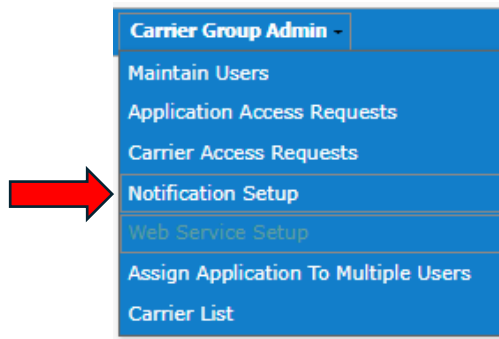
Invoice Online is an application that gives carriers the ability to view and download invoices and statements. Carriers may also register for the Invoice Notifications to receive emails when new statements are posted.

### Notification Setup:


These instructions are to be used by the Carrier Group Administrator (CGA) to enter and/or update contacts for the Invoice Notification service. These contacts will receive an email when an invoice or statement is posted to Invoice Online for all companies in their carrier group. Changes made to the Notification Setup are applied to both PCRB and DCRB.



Important Note: The Notification Setup is for email notifications only. Access to the Invoice Online application must be set up separately by the CGA. See **Invoice Online Access** section.

1. The CGA must log in to the DCRB/PCRB [Application Manager](#).
2. Select **Carrier Group Admin > Notification Setup**



3. Select the **icon** next to *Invoice Online Notification Setup*



	Name	Description	Active?
	Invoice Online Notification	Add/Edit email addresses to receive notification	✓
	WC Rating Notification	Setup to receive file containing ratings issued by Bureau	✓

4. Enter up to five (5) email addresses which will receive an email when an invoice is posted.

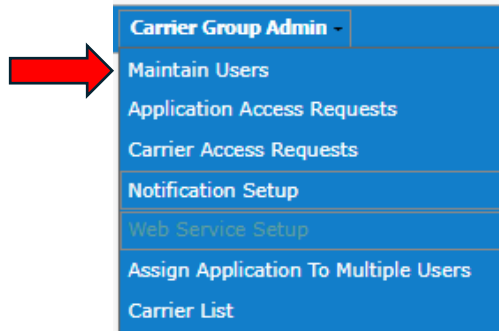
A screenshot of a dialog box titled "Invoice Notification Setup". It contains a label "Enter email address(es) to receive Invoice Notification" and five input fields labeled "Email 1:", "Email 2:", "Email 3:", "Email 4:", and "Email 5:". At the bottom right, there are two buttons: "Update" and "Cancel".

5. Click **Update** to save the changes.


## Invoice Online Access:

These instructions are to be used by the Carrier Group Administrator (CGA) to grant access to the Invoice Online application. Access to Invoice Online gives users the ability to view/download invoices for both PCRB and DCRB.

1. Select **Carrier Group Admin > Maintain Users**



2. Search for the user and click on the Edit Profile icon to open the user's profile.

MAINTAIN USERS			
	Name	Profile Name	Type
	<input type="text"/>	<input type="text" value="test"/>	<input type="text"/>
	Mlee, Ma	testingtestin	Carrier Group User

3. Scroll down to the Assign **Application(s)** section and check the box next to **Invoice Online**.

MODIFY PROFILE			
Assign Carrier(s)			
Assign Application(s)			
Application Name	Description	Authorized to Use	View Only
Carrier Membership Search	View Carrier Membership	<input type="checkbox"/>	<input type="checkbox"/>
Carrier Pricing Benchmark	Pricing Benchmark Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CGA App	CGA App	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience Modification Calculator	Estimate and Compare Estimated Experience Modifications - Old	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience Modification Calculator	Estimate and Compare Estimated Experience Modifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Data Manager	View, Enter and Edit Financial Data Calls	<input type="checkbox"/>	<input type="checkbox"/>
Industry Reports	View Industry Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice Online	View Invoices	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Changes will be saved automatically.

\*\* CGAs should also check that the user has access to all carriers in the group by opening the *Assign Carrier(s)* section of the user profile. If the user does not have access to a specific carrier, they will not see their invoices in Invoice Online.