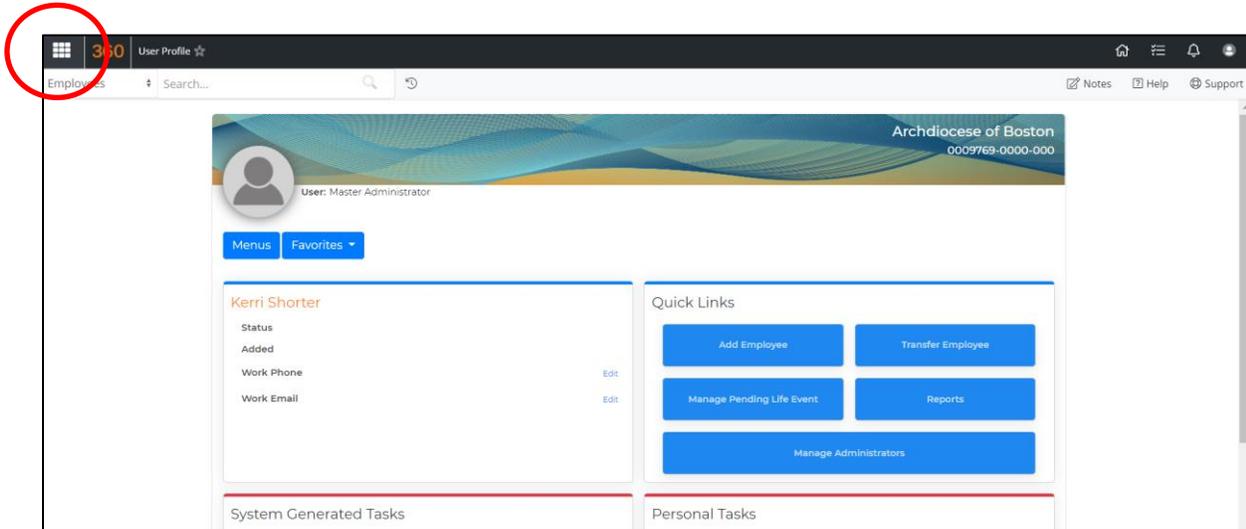


Monthly Invoices in BAS

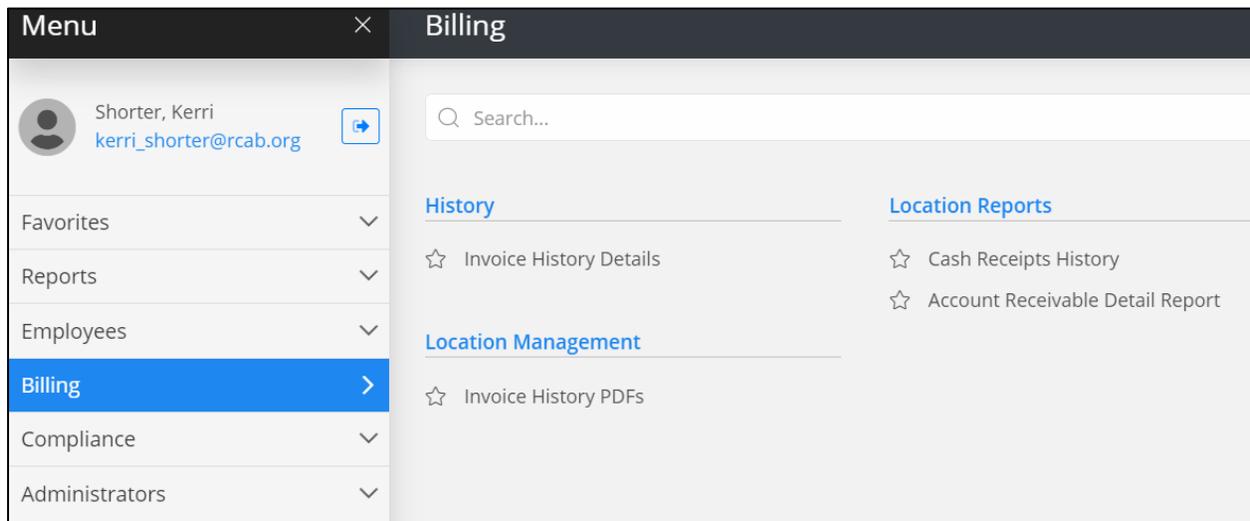
Each month BAS sends a PDF of the monthly invoice by e-mail to the invoice contact on file. Please note that only one invoice contact at your location may be designated at any given time. This invoice contains charges for Lay Benefits, Clergy Benefits, General Insurance, and other departments within RCAB.

You can log into BAS to view the invoice detail and retrieve prior months' invoices.

1. Click on the **“Waffle” Icon** in the upper left-hand corner of the screen.



2. Click **“Billing”**.

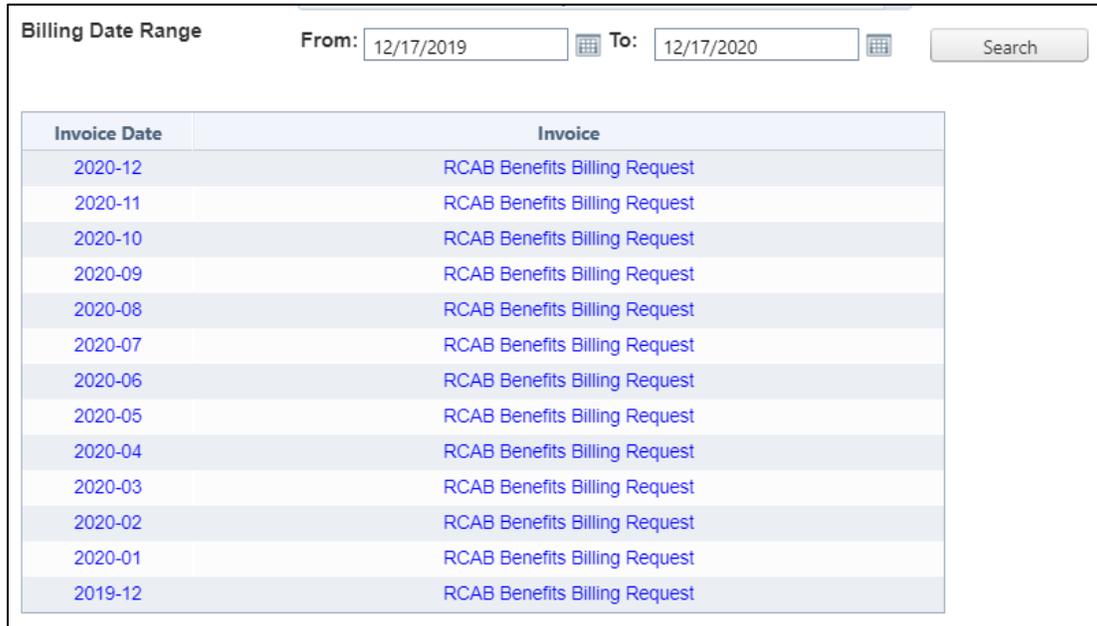


3. Select **“Invoice History Details”** or **“Invoice History PDF”**.

The Invoice History Details is the detailed breakdown for the Lay and Clergy Benefits billing.

The Invoice History PDF is the invoice your location receives by e-mail. This report includes billing summary and totals.

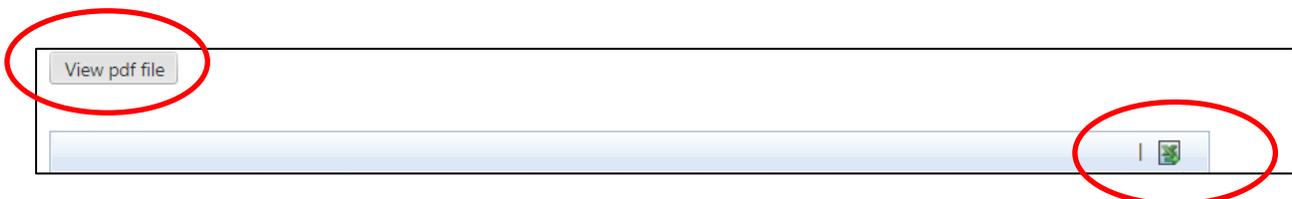
4. Select the invoice month that you would like to view.
If the month is not listed, update the Billing Date Range and click **“Search”**.



Invoice Date	Invoice
2020-12	RCAB Benefits Billing Request
2020-11	RCAB Benefits Billing Request
2020-10	RCAB Benefits Billing Request
2020-09	RCAB Benefits Billing Request
2020-08	RCAB Benefits Billing Request
2020-07	RCAB Benefits Billing Request
2020-06	RCAB Benefits Billing Request
2020-05	RCAB Benefits Billing Request
2020-04	RCAB Benefits Billing Request
2020-03	RCAB Benefits Billing Request
2020-02	RCAB Benefits Billing Request
2020-01	RCAB Benefits Billing Request
2019-12	RCAB Benefits Billing Request

5. The invoice should appear once the month is selected.

If you are viewing the detail, you can export the data to PDF or Excel.



6. To return to the administrator homepage, click the **“Home”** icon at the top of the page.

