

# Viewing & Downloading Past Subscription Invoices

## ?? ADMINISTRATOR SETUP GUIDE

The **Subscription History** window lets administrators view past subscription charges and download a PDF copy of each invoice for your records.

## Open Subscription History

1. Go to **Settings ? Company Profile ? Subscription Information**.
2. Click **Subscription History** (top-right of the page).

A window will open showing your subscription invoice history.

## Understanding the Subscription History Table

Each row in the Subscription History table represents a subscription charge. The table includes:

- **Start Date** — The start date of the billing period for that charge.
- **Plan Type** — The subscription tier that was billed (example: **1-5 Trucks or 2 Broker Seats**).
- **Status** — The payment status for that invoice.
- **Amount** — The total amount charged for the invoice.
- **Download** — A button to download the invoice PDF.

### ? Tip

If you see **PAID / ACTIVE**, it typically means the invoice is paid and the subscription is currently active for that billing period.

# Download an Invoice PDF

1. Open **Subscription History**.
2. Find the invoice row you want to download.
3. Click **Download Invoice**.

Your browser will download a PDF invoice file. You can save it, print it, or forward it to your accounting team.

## What You'll See in the Downloaded Invoice

The downloaded PDF invoice will include key billing details such as:

- **Invoice number**
- **Date of issue and date due**
- **Bill-to company contact details**
- **Amount due**
- **Plan description** (example: **1-5 Trucks or 2 Broker Seats**) and the billing period (example: **Mar 1 – Mar 31**)
- **Subtotal, tax, and total** (if applicable)
- A **Pay online link** (when available)

### ? Tip

Downloaded invoices are the best source for reconciling subscription charges, since they show the billing period, totals, and any applicable taxes.

Revision #2

Created 2026-03-05 20:07:17 UTC by Admin

Updated 2026-03-06 23:18:15 UTC by Admin