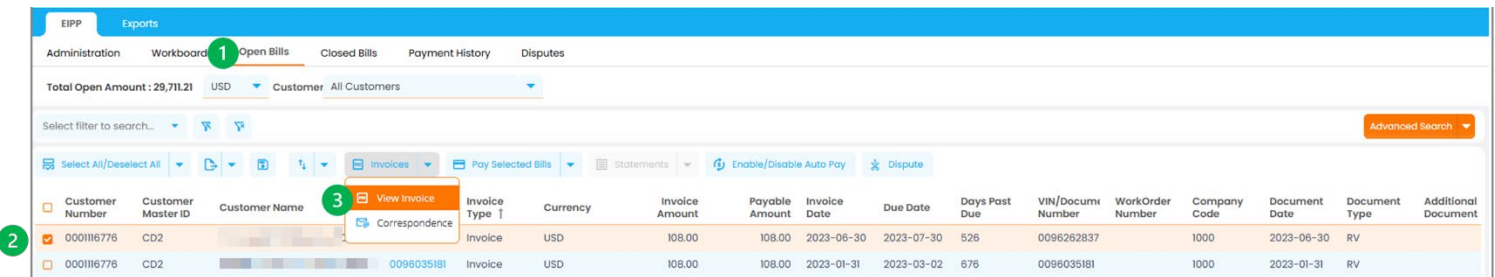# How to View Invoices in the Cox Automotive Payment Portal

This quick-reference guide walks through viewing and emailing invoices in the Cox Automotive Payment Portal.
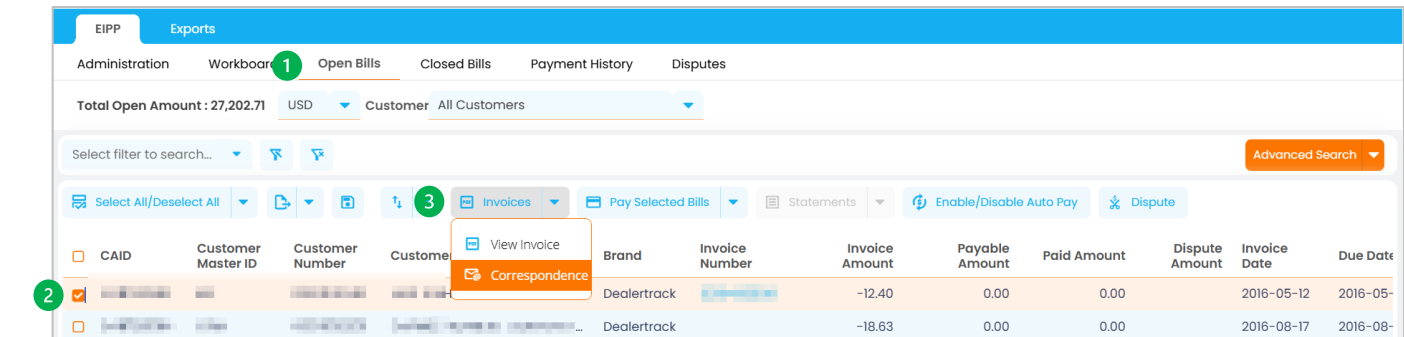
How to View Invoices

1. Go to the **Open Bills** tab.
2. Select the **Invoice** you want to view. ***Note:*** *You may have to do an Advanced Search to locate a specific invoice.*
3. Click on the **Invoices** menu and click **View Invoice**. A PDF will be opened in a new window that you can print.

How to Email Invoices

1. Go to the **Open Bills** tab.
2. Select the **Invoice(s)** you want to email. ***Note:*** *You may have to do an Advanced Search to locate a specific invoice.*
3. Click on the **Invoices** menu and click **Correspondence**. An Email Invoices window will open that you can fill out and send to the chosen address.