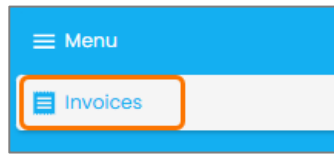


How to View Invoices in the Cox Automotive Payment Portal

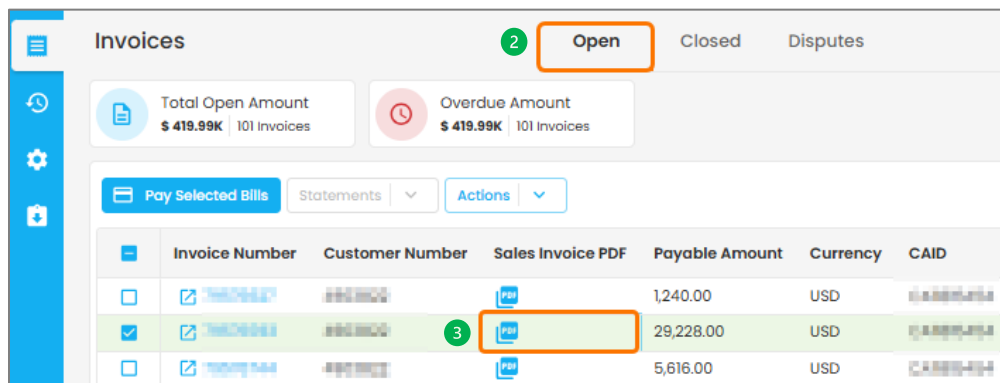
This quick-reference guide walks through viewing and emailing invoices in the Cox Automotive Payment Portal.

How to View Invoices

1. On the left side menu, click **Invoices**.

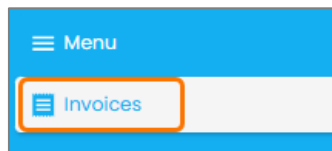


2. Go to the **Open** tab.
3. Click on the **Sales Invoice PDF** of the invoice you want to view. A PDF will be opened in a new window that you can print. **Note:** You may have to use [Filters](#) to locate a specific invoice.



How to Email Invoices

1. On the left side menu, click **Invoices**.



2. Go to the **Open** tab.
3. Select the **Invoice(s)** you want to email. **Note:** You may have to use [Filters](#) to locate a specific invoice.
4. Click on the **Actions** menu drop down.
5. Click **Correspondence**. An Email Invoices window will open that you can fill out and send to the chosen address.

