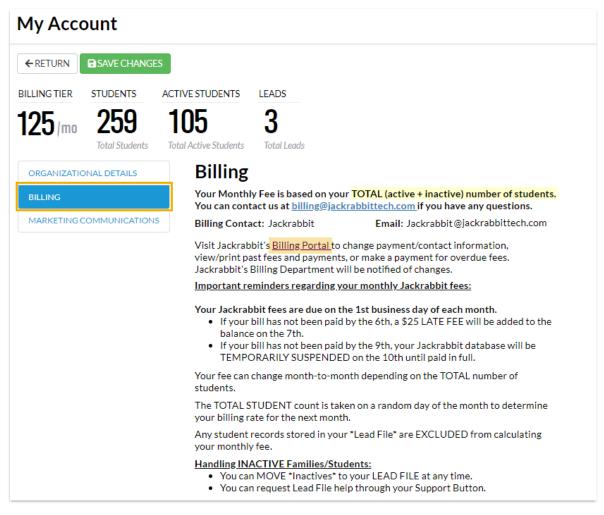
## Manage Your Account in the Jackrabbit Billing Portal

Last Modified on 11/06/2023 9:23 am EST

Use your Jackrabbit login credentials (User ID and password) to access the Billing Portal. In **Jackrabbit's Billing Portal**, you can:

- ★ Update payment & billing contact information
- View and print your transaction history (fees charged and payments made)
- \* Make a payment for overdue fees
- Review Jackrabbit's billing policies, referral bonus plan, service "hold" options & more!

Located on the My Account page accessed from the Gear (icon) > Account > My Account > Billing (left menu), click the Billing Portal link to open your portal. See First Time Billing Access below for more instructions.





A user with the authority/ability to manage User & Permissions (under the Gear Icon > Settings > Users

& *Permissions*) can see the *My Account* page. This permission can be removed by updating the user's permissions.

## Expand/Collapse All

- First-Time Portal Access
- Update Payment & Contact Information
- View & Print Your Transaction History
- Make a Payment for Overdue Fees
- Review Jackrabbit's Billing Policies
- Frequently Asked Questions



The Billing Department is open Monday - Friday from 9 am to 5 pm EST. Call us at (704) 895-4034 (option 4), and we'll be happy to take your payment information over the phone.