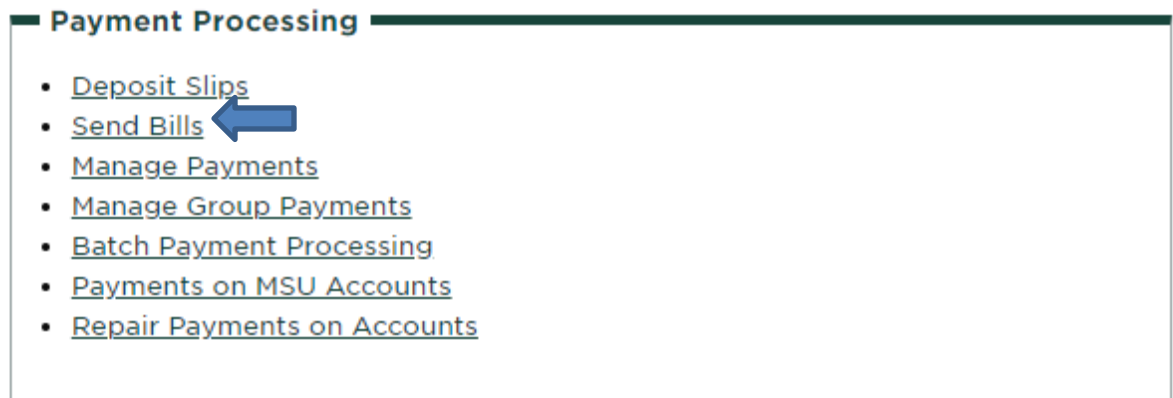


# EMS – Sending Multiple Bills

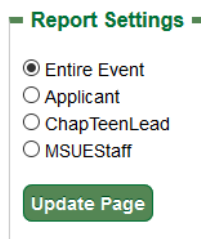
(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or [events@anr.msu.edu](mailto:events@anr.msu.edu).)

This is an easy way to send bills to all your outstanding balances, rather than sending invoices one by one.



1. On the event dashboard click “Send Bills” in the Payment Processing box.
2. This will show all your registrants that have a balance due. If you want to filter by registration process, be sure to update the Report Settings box and click Update Page.

## Batch Send Bills:



3. Select registrants individually by clicking the Select Registrant checkbox by their name, or click “Select All” to select all registrants.
4. Click Send Bills when ready to send bills. Note: All bills will contain a link where individuals can pay online with a credit card.

## Helpful Hint:

- Under the “Previous Bills Sent” column, this shows all the bill sent by who and when.

S:\ANR Comm\ANR Event Services\Administration\Procedures\Events Procedures\Final Documents\External\Sending Multiple Bills.docx

Revised 12.17.2019