## HOW TO PULL CONTRACT END DATES

### AT&T

- 1. Go to: https://www.wireless.att.com/business/
- 2. Sign in Using AT&T user name and password
- 3. Hover over "Reports" on white menu under "Manage." Click
- "Request Reports"

PREMIER STORE	MANAGE	BILLING	SUPPORT			
Account Management	Plans & Fe	atures R	equests	Reports 👻	Settings	Profiles & Permissions
oundation Account: 02782	2817 Active >	Billing Account:	828288340	Request Rep	orts winload Reques	ted Reports

4. In the "Reports" table, click on "Expanded Wireless User Inventory Report"

	Report Name	Description
	Basic Wireless User Inventory Report	This report provides basic wireless inventory information for $\blacktriangleright \textsc{More}$
$\langle$	Expanded Wireless User Inventory Report	Run this report for all wireless users on a single foundation $\blacktriangleright More$

Continu

- 5. Select file format (Excel), click "Continue"
- 6. On the next screen, name the file and click "Continue"
- 7. Verify information and click "Request Report"
- 8. After you receive an email notification that the report is complete(a few hours) sign back in Request Report
- 9. Hover over "Reports" and click "View/Download Requested Reports"

PREMIER STORE	MANAGE	BILLING	SUPPOR	r		
Account Management	Plans & Fe	atures R	lequests	Reports 👻	Settings	Profiles & Permissions
Foundation Account: 0278	2817 Active >	Billing Account:	828288340 A	Request Rep View and Do	orts wnload Reques	ated Reports

10. Find your "Expanded Wireless User Inventory Report" click "download" and save spreadsheet

S	print

Contact your Sprint representative for Contract End Dates

#### Verizon

- 1. Go to: https://b2b.verizonwireless.com
- 2. Sign in using Verizon username and password
- 3. Click on "Reports" on top red header



4. Click "**Build your Own Report**" button under "My customized Reports" section.

Wireless Reports	
Report Templates	My Customized Reports
Charges Reports View reports such as Airtime Charges Summary, Most Expensive Calls.	View your customized reports. Build Your Own Report
Additional Charges	

5. Under "All available Columns" on left, click "+Contract Information" to expand. Click "Contract End Date" to highlight row and click "add" buttom tomove it to the right. Click "Submit" at the bottom of the page.



6. Pull down "Select Actions" Click "Download to CSV" and save.

# HOW TO RETRIEVE ONLINE BILLS

AT&T

Go to: https://www.wireless.att.com/business/
 Sign in Using AT&T user name and password
 Click "Billing" on top blue header

PREMIER STORE MANAGE BILLING SUPPORT Account Management Plans & Features Requests Reports Sottings
4. Under "Menu Options" on the left side of the page, click "Download Account Bill Image"
Word Options

Billing Account View BAN Invoice Summary Download Account Bill Image Wireless View CTN Summary

Current Usage

Go Paperless

Download Billed Usage Detail

Bill Compa

Other

5. In pop-up window, select "Account Billing Image with Usage Details" and click "Download Bill Image PDF"

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Account Billing Image with U	Isago Detalo	

### Sprint

- 1. Go to: www.sprint.com/index\_b.html
- 2. Sign in Using Sprint user name and password
- 3. Scroll down to "**Your bill**" section. Click on See my bill, "Last bill"

Your bill

Your account is past due. To keep your device fully connected, please make a payment

New activity will be displayed within 15 minutes

Last bill +	Adjustments/credits \$0.00	Recent payments	<sup>Total due</sup> \$ <b>5,244</b> .79	Make a payment: Pay full amount \$5,244.7 Pay partial amou
See my bill	See details	See details		Pay now

4. Click "**Printer Friendly Version (PDF)**" on top right side of Monthly invoice summary to download bill

### Verizon

- 1. Go to: https://b2b.verizonwireless.com/
- 2. Sign in using Verizon user name and password
- 3. Hover over "billing" on top header, then hover over
- "Statements" and click "View Statements"

verizonwireless	Overview	Account Maintenance	Orders	Billing	Reports	Suppo
			Overview			
		Overview	<ul> <li>Statem</li> </ul>	ents	ion: <u>Choose Lo</u>	cation   W
Account Maintenance		Unbilled Usage	◀ Payments			Spe
		View Statements	nd check or	der status fo	rvour	
Wireless Number		Search Wireless ser	vices.			

4. Click "**Download**" on top right side of Billing Account Summary page to download