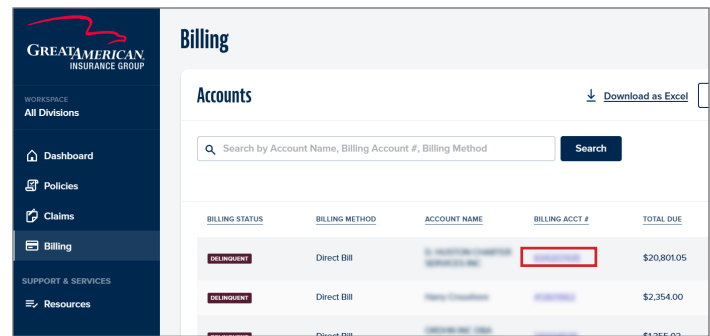# Billing Details > Billing Documents Tab
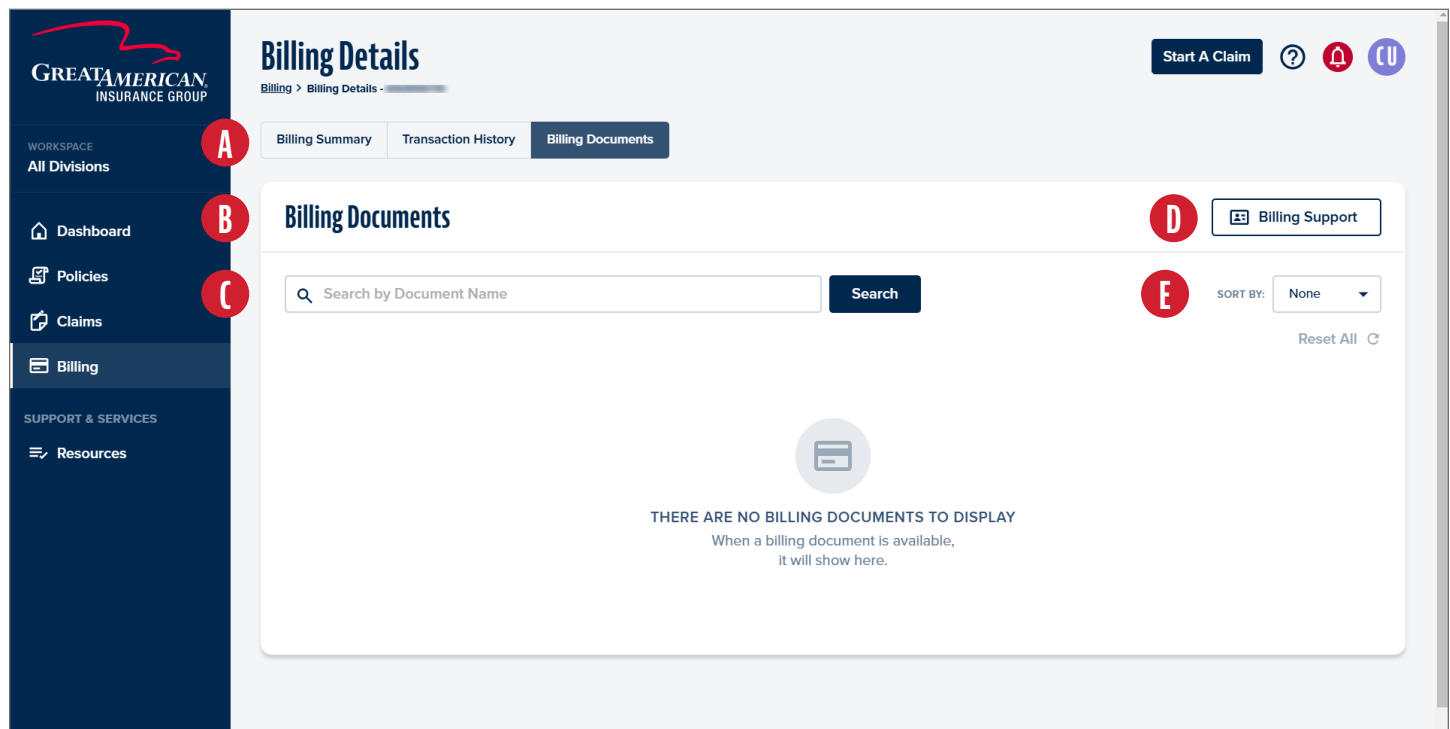
Billing in Insured Portal

Access the Billing Details Page

To access an account's Billing Details page, click on the **Billing Acct #** link from the Billing page.

Billing Documents Tab Overview

A Click on each tab to view the **Billing Summary**, **Transaction History**, and **Billing Documents** (shown) for a specific account.

B The Billing Documents section shows the list of documents for a specific account.

C You can search for a specific document by entering the **Document Name** in the search bar then click **Search**.

D Click **Billing Support** to find Contact Information and an email contact form.

E Users can sort documents by Document Name, Date, Product, or Policy #.

Simply click **Sort By** and select an option from the drop-down menu.