

How To Accessing Your Invoices & Billing History

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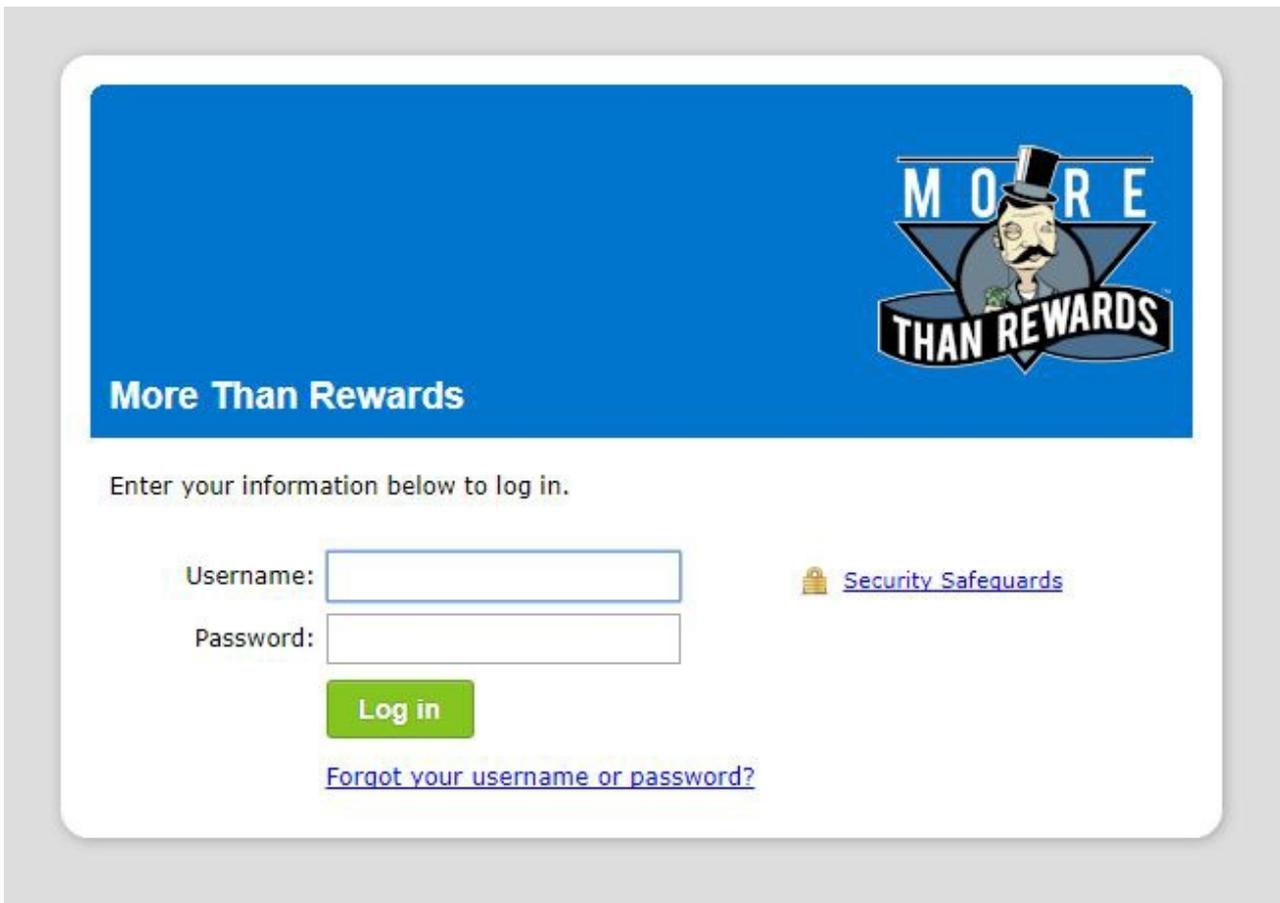
How to Access Invoices & Billing

There are a couple simple ways to access your dealership's More Than Rewards invoices and billing information from the Intranet.

First, make sure that you are logged into your More Than Rewards account in the Intranet. Once logged in, you can either click "Account" or "Employee Directory" in the top black toolbar, and then select "Invoices, Upgrades & Billing."

The first screenshot shows the top navigation bar of the MTR Demo Store 1 Intranet. The 'Account' dropdown menu is open, and 'Invoices, Upgrades & Billing' is highlighted. The second screenshot shows the 'Account' page, where 'Invoices, Upgrades & Billing' is highlighted in the top navigation bar. Below the navigation bar, the 'Account' section is visible, and the 'Owners' section shows a user profile for 'Support Support x' with a security level of 'Administrator'.

You will then be taken to this login screen.



The image shows a login page for 'More Than Rewards'. At the top, there is a blue banner with the text 'More Than Rewards' on the left and a logo on the right. The logo features a cartoon man with a mustache and a top hat, with the words 'MORE' above him and 'THAN REWARDS' in a banner below him. Below the banner, the text 'Enter your information below to log in.' is displayed. There are two input fields: 'Username:' and 'Password:'. To the right of the password field is a link with a padlock icon labeled 'Security Safeguards'. Below the password field is a green 'Log in' button. At the bottom of the form area is a link that says 'Forgot your username or password?'.

If You Can't Get Logged In

This login information is not the same as your Intranet's login info. Typically this information is set up at the time your dealership started with More Than Rewards. If you do not know your username and/or password, you can select "Forgot your username or password" just below the login. Enter your email address and an email will be sent to you containing the login information.

NOTE: Make sure to check your SPAM or JUNK folder for this email.

When you enter an email address, this screen will show a confirmation that an email was sent, but if your email address is not on file, you will not receive it.

If You Do Not Receive The Email

First confirm that the email was not sent to your Spam or Junk folders. If not, then you

need to set up an account.

To do so, please contact support by phone at 414-326-4100 or by email at support@morethanrewards.com. Our support representatives will require the following information to set up an account for you:

- Dealership Name
- First & Last Name
- Email Address

This information will be forwarded to our billing department to enter into our billing system. You will then receive an "Invite" email with instructions to sign in with a temporary password.

If you are still having any issues logging in or have any further questions, please let us know.
