

Provincial Tel's Client Portal Guide

Welcome to Our New Client Portal

Welcome to Provincial Tel's new way of delivering our client's invoices – the Provincial Tel Client Portal. Now you can view your active invoices and check your payment and invoice history all through our new website. Once you are logged in, you are presented with a personalized dashboard with a real-time overview of the total amount you have been invoiced to date, how much you have paid to date, and how much you currently have outstanding. We will discuss more about the dashboard after we show you how to log in to the Client Portal.

The screenshot displays the Provincial Tel Client Portal dashboard. At the top, a dark navigation bar contains the links: DASHBOARD, INVOICES, PAYMENTS, and LOG OUT. Below this is a yellow welcome banner that reads "Welcome to the new Provincial Tel Portal!". The main content area features a white card for "Sample Company" on the left, which includes the account manager's name, address, and email. To the right of this card are three summary cards: "Total Invoiced" with a value of \$1,187.20, "Paid to Date" with a value of \$336.00, and "Open Balance" with a value of \$851.20. Each summary card has a green circular icon representing its category. At the bottom right of the dashboard, there are two buttons: "EDIT DETAILS" (green) and "VIEW STATEMENT" (blue).

Category	Value
Total Invoiced	\$1,187.20
Paid to Date	\$336.00
Open Balance	\$851.20

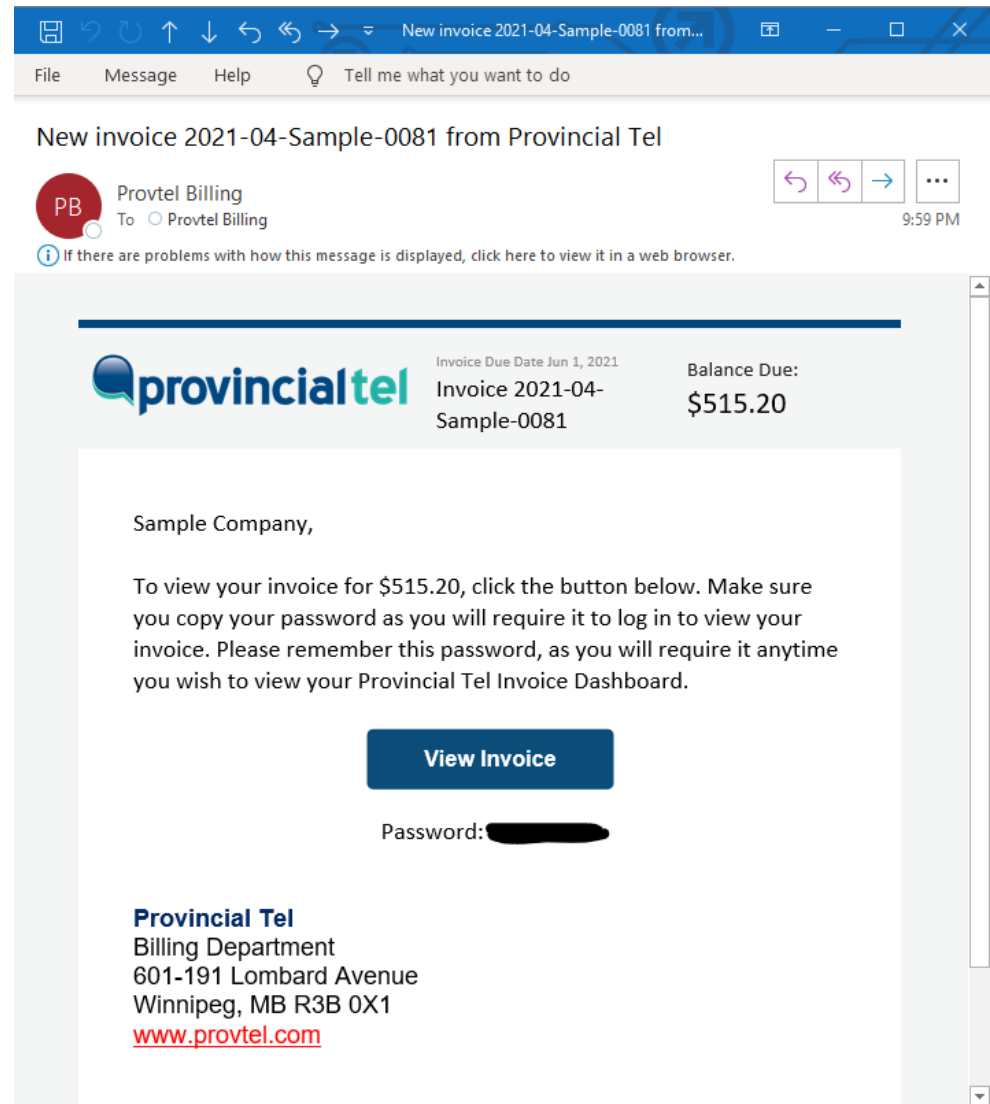
Logging in to the Portal for the First Time

Your Invoice Email

On May 1st, you will receive an email generated from our new billing system, as shown to the right. The email contains a link to your latest Provincial Tel invoice. Every time we issue you an invoice, you will receive a new invoice email.

The email header displays the invoice number, the invoice due date and the balance due for this invoice. In the body of the email is a [View Invoice] button. Underneath this button is your Client Portal Login password. Copy this password and then click [View Invoice].

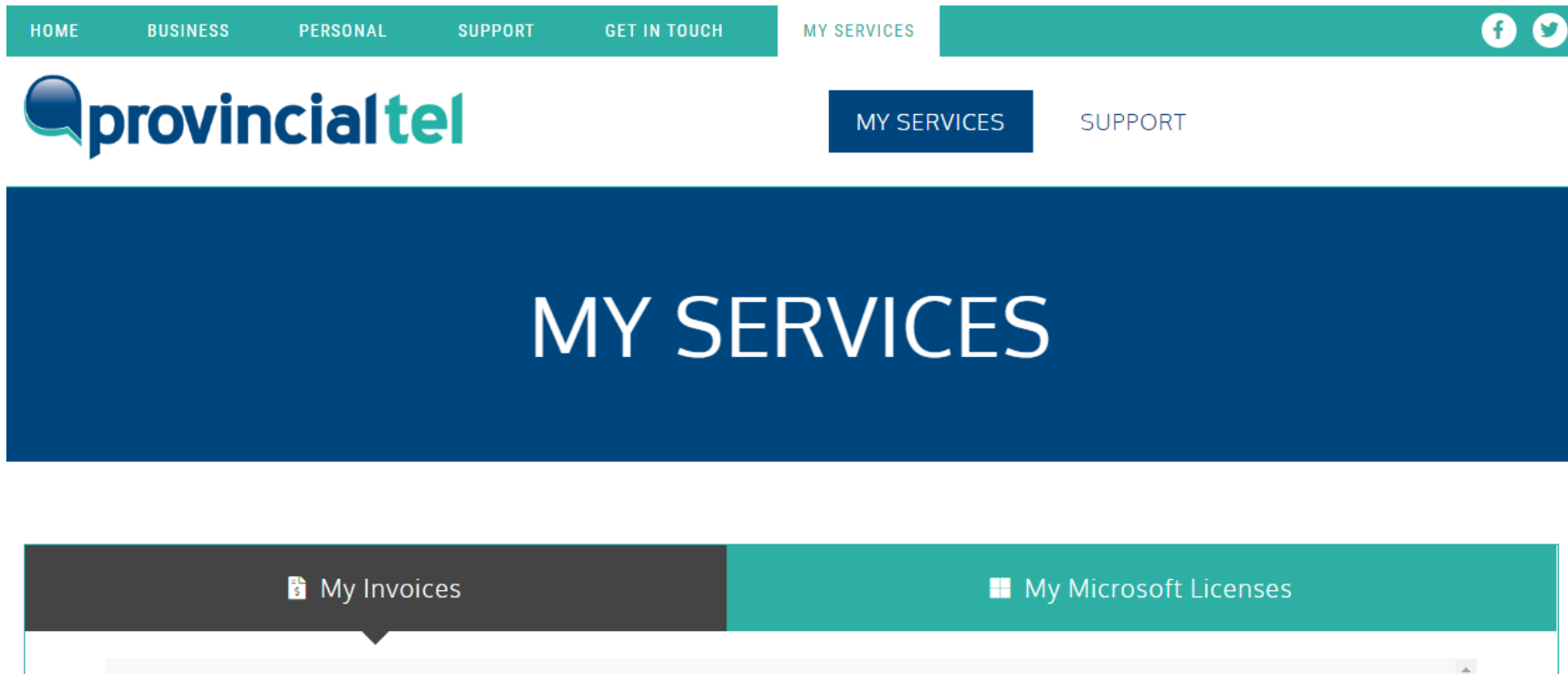
IMPORTANT: Your password will only be available on the initial invoice email. Therefore, it is important that you remember this password. You will require it anytime you want to log in to the Provincial Tel Client Portal.



My Services:

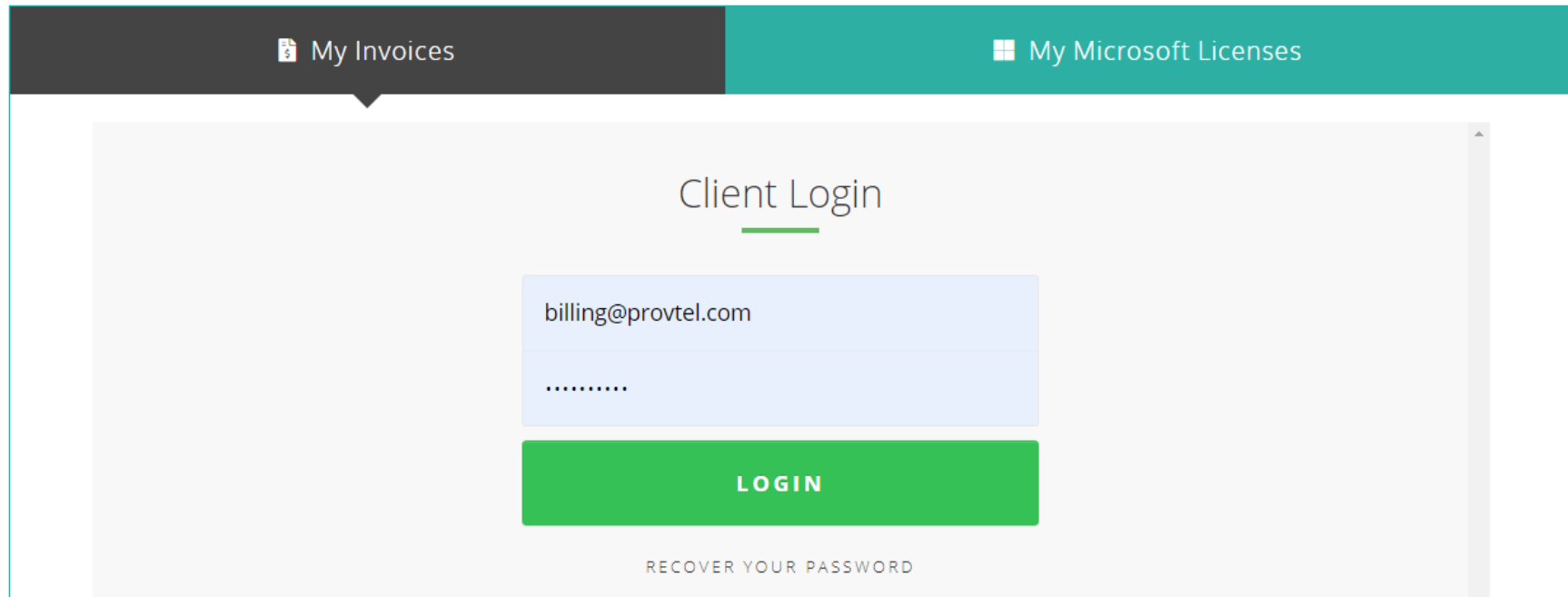
After clicking the [View Invoice] button, your internet browser will open. The Provincial Tel website will appear in a tab. The My Services section of the website will be active. This page is your one-stop-shop for everything that has to do with your account with us.

The page is divided into two sections: My Invoices and My Microsoft Licenses. You can view your invoices, both past and current, by clicking on the My Invoices tab. If you have a Microsoft tenant with us (license), we have provided a link to our Microsoft Order Desk on the My Microsoft Licenses tab. We are hoping to soon offer full integration of our Order Desk into our site.



Logging in to My Invoices

Click on the My Invoices tab. The Client Login screen will appear as shown below. Enter the email address that we have on file (the email address your invoice was sent to) and the password that you copied from the invoice email. Click the [Login] button.



The screenshot shows a web application interface with a dark grey header on the left containing a document icon and the text "My Invoices", and a teal header on the right containing a window icon and the text "My Microsoft Licenses". Below the headers is a light grey content area with the title "Client Login" centered. Underneath the title are two light blue input fields: the first contains the email address "billing@provtel.com" and the second contains a series of dots representing a password. Below these fields is a prominent green button with the word "LOGIN" in white capital letters. At the bottom of the login area, there is a link that says "RECOVER YOUR PASSWORD" in small, grey, uppercase letters.

Exploring Your Invoice Portal Dashboard

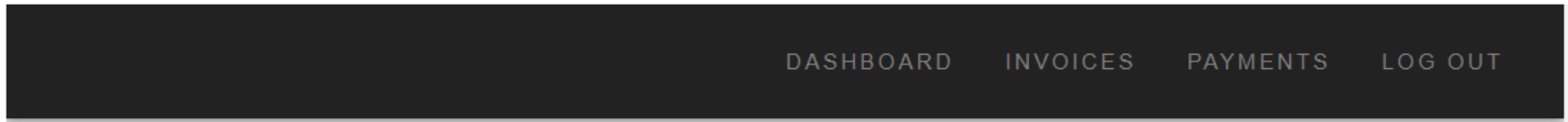
Once logged in, you are presented with your Invoice Portal Dashboard. At a glance, you can quickly see:

- How much Provincial Tel has invoiced you over time
- How much you have paid over time
- How much you currently have outstanding

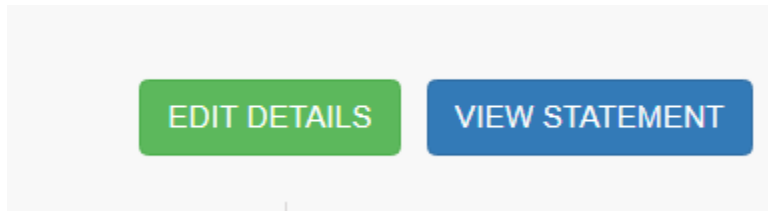
The screenshot displays the Invoice Portal Dashboard. At the top, a dark navigation bar contains the links: DASHBOARD, INVOICES, PAYMENTS, and LOG OUT. Below this is a yellow welcome message: "Welcome to the new Provincial Tel Portal!". The main content area is divided into three columns. The first column on the left contains the account name "Sample Company" and contact information: "Account Manager", "123 Street", "Winnipeg, MB R0A 0A0", and "billing@provtel.com". The second column shows "Total Invoiced" with a green icon of a document and the amount "\$1,187.20". The third column shows "Paid to Date" with a green icon of a stack of coins and the amount "\$336.00". The fourth column shows "Open Balance" with a green icon of a scale and the amount "\$851.20". At the bottom right, there are two buttons: "EDIT DETAILS" (green) and "VIEW STATEMENT" (blue).

Metric	Value
Total Invoiced	\$1,187.20
Paid to Date	\$336.00
Open Balance	\$851.20

At the top of the dashboard, there are four links, as shown below. They are Dashboard, Invoices, Payments and Log Out. These links are self-explanatory.



At the bottom of the dashboard are two additional links: Edit Details and View Statement.



Edit Details

Click [Edit Details] if you wish to update your company's information on our system. The screen to the right will appear. You may update:

- your company name
- your GST Number (VAT Number)
- your email address
- your billing address

If there is any other information you need to update, such as adding a contact, please call Provincial Tel at 204-920-8000.

Client Information

Sample Company	billing@provtel.com
VAT Number	

Billing Address

123 Street	Apt/Suite
Winnipeg	MB
R0A 0A0	Canada ✕

CANCEL

SAVE

View Statement

At any time, you can view a statement of your account by clicking the [View Statement] button. There are a few filters you can use to further refine your statement. You can view all invoices (paid and unpaid), paid invoices or unpaid invoices. You can also select a date range. You can include all of your payments and aging information as well. Finally, you can print or download your statement. An example of a statement with payments is shown on the following page.

The screenshot shows a web application interface for viewing a statement. At the top, there are two navigation tabs: "My Invoices" (active) and "My Licenses". Below these is a dark navigation bar with "DASHBOARD", "INVOICES", "PAYMENTS", and "LOG OUT". A filter section below the navigation bar includes "Status" (All), "Date Range" (Oct 28, 2020 - Apr 28, 2021), "Show Payments" (checked), "Show Aging" (unchecked), and a "Download" button. The main content area displays a statement for "provincialtel". The statement includes the company logo, address (601-191 Lombard Ave, Winnipeg, MB R3B 0X1, 844-776-8835, GST Registration #: 841427966), and contact information (Customer Service: 1-866-607-0004 Ext 1, Technical Support: 1-866-607-0004 Ext 2, billing@provtel.com, https://www.provtel.com/). Below this is a "STATEMENT" section with a table of details.

STATEMENT	
Statement Date	Apr 28, 2021
Total Amount Due	\$851.20
Sample Company	
Account #: A200-0001	
123 Street	
Winnipeg, MB R0A 0A0	
billing@provtel.com	



601-191 Lombard Ave
Winnipeg, MB R3B 0X1
844-776-8835
GST Registration #: 841427966

Customer Service: 1-866-607-0004 Ext 1
Technical Support: 1-866-607-0004 Ext 2
billing@provtel.com
<https://www.provtel.com/>

STATEMENT

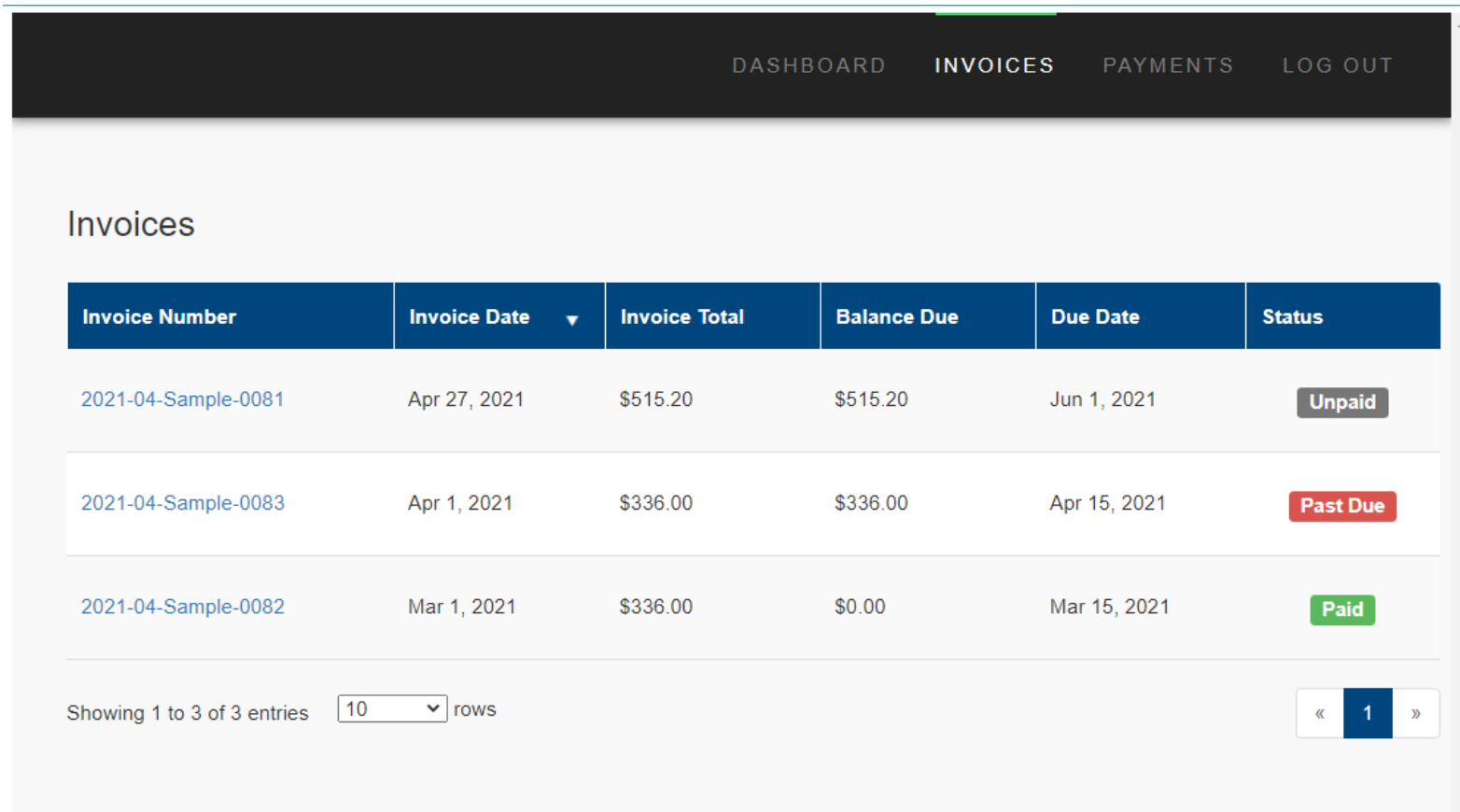
Statement Date	Apr 28, 2021	Sample Company
Total Amount Due	\$851.20	Account #: A200-0001 123 Street Winnipeg, MB R0A 0A0 billing@provtel.com

Invoice Number	Invoice Date	Invoice Due Date	Total	Balance
2021-04-Sample-0082	Mar 1, 2021	Mar 15, 2021	\$336.00	\$0.00
2021-04-Sample-0083	Apr 1, 2021	Apr 15, 2021	\$336.00	\$336.00
2021-04-Sample-0081	Apr 27, 2021	Jun 1, 2021	\$515.20	\$515.20
			Total Amount Due	\$851.20

Invoice Number	Payment Date	Method	Amount	
2021-04-Sample-0082	Mar 15, 2021	Visa Card	\$336.00	
			Amount Paid	\$336.00

Viewing Invoices

To see a history of your invoices, click on the Invoices link on your Dashboard. A listing of your invoices are presented in a table format. You can sort by any column. To view an invoice, click on the invoice number. An example of how the invoice will look within the web site appears on the following page. You can download or print your invoice. If we have added document and a picture to your invoice, such as a long-distance report, a quote or a service report, a link to that document will appear above the invoice under Documents. To view the attachment, click on the link.



The screenshot shows a web application interface for viewing invoices. At the top, there is a dark navigation bar with links for DASHBOARD, INVOICES (which is highlighted), PAYMENTS, and LOG OUT. Below the navigation bar, the page title "Invoices" is displayed. The main content area features a table with the following columns: Invoice Number, Invoice Date (with a dropdown arrow), Invoice Total, Balance Due, Due Date, and Status. Three invoice entries are listed. The first entry has an invoice number of 2021-04-Sample-0081, a date of Apr 27, 2021, a total of \$515.20, a balance due of \$515.20, a due date of Jun 1, 2021, and a status of Unpaid. The second entry has an invoice number of 2021-04-Sample-0083, a date of Apr 1, 2021, a total of \$336.00, a balance due of \$336.00, a due date of Apr 15, 2021, and a status of Past Due. The third entry has an invoice number of 2021-04-Sample-0082, a date of Mar 1, 2021, a total of \$336.00, a balance due of \$0.00, a due date of Mar 15, 2021, and a status of Paid. At the bottom of the table, there is a pagination control showing "Showing 1 to 3 of 3 entries" and a dropdown menu set to "10" rows. To the right of the pagination is a page navigation control with "« 1 »" indicating the current page is 1 of 1.


Invoice Number	Invoice Date	Invoice Total	Balance Due	Due Date	Status
2021-04-Sample-0081	Apr 27, 2021	\$515.20	\$515.20	Jun 1, 2021	Unpaid
2021-04-Sample-0083	Apr 1, 2021	\$336.00	\$336.00	Apr 15, 2021	Past Due
2021-04-Sample-0082	Mar 1, 2021	\$336.00	\$0.00	Mar 15, 2021	Paid

Showing 1 to 3 of 3 entries rows « 1 »

Documents:

- 2021-04-Altona Dental Long Distance Report.PDF (70.6 kB)

data: 1 / 1 | - 110% + | [Icons]



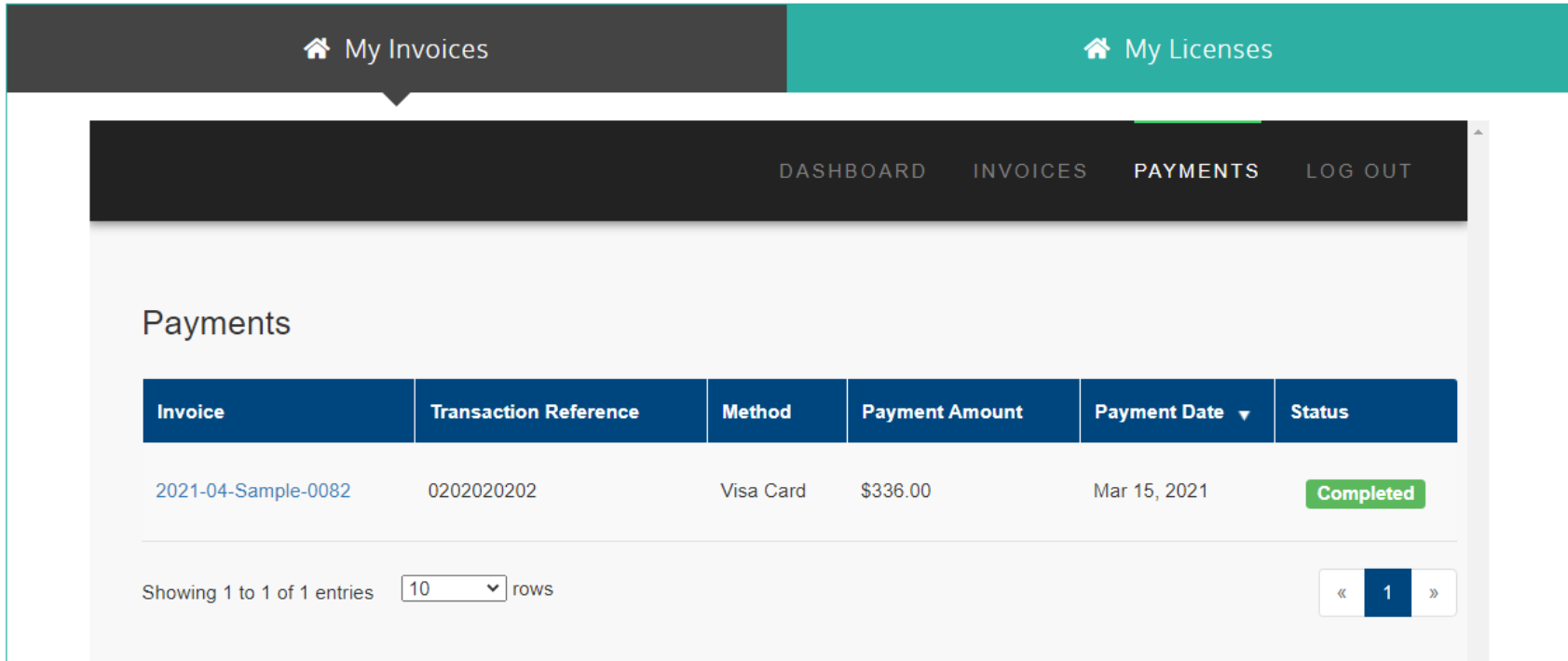
Invoice Number: 2021-04-Sample-0081
Invoice Date: Apr 27, 2021
Invoice Due Date: Jun 1, 2021
Total Amount Due: \$565.60

Sample Company
Account #: A200-0001
123 Street
Winnipeg, MB R0A 0A0
billing@provtel.com

Description	Quantity	Unit Cost	Line Total
Premium Business Line	3	\$50.00	\$150.00

Viewing Payments

You can also view a history of your payments by clicking the Payments link on your portal Dashboard. Again, you can sort the table by any column. If you wish to view the invoice associated with the payment, click the invoice number.



The screenshot shows a user interface with a top navigation bar. On the left, there is a dark grey button labeled 'My Invoices' with a home icon. On the right, there is a teal button labeled 'My Licenses' with a home icon. Below this is a dark grey navigation menu with links for 'DASHBOARD', 'INVOICES', 'PAYMENTS', and 'LOG OUT'. The 'PAYMENTS' link is highlighted with a green underline. The main content area is titled 'Payments' and contains a table with the following data:

Invoice	Transaction Reference	Method	Payment Amount	Payment Date	Status
2021-04-Sample-0082	0202020202	Visa Card	\$336.00	Mar 15, 2021	Completed

Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a dropdown menu set to '10' rows. To the right of the pagination is a page number '1' with left and right navigation arrows.

Logging Out

To log out of the portal, click the Log Out link on your portal Dashboard.

My Microsoft Licenses


As our website is not fully integrated with our Microsoft License provider yet, we are offering a link to our Order Desk. You will be able to manage your own Microsoft Licenses. Your business is constantly changing. Maybe you need to make adjustments to your Microsoft licenses to meet the needs of your business. Or maybe you need to add a license or remove a license? Finally, maybe you want to try a trial of a new product? Login to the Order Desk and make your necessary changes. If you do not have an account with our Microsoft Licensing Order Desk and would like to manage your own licenses, contact Provincial Tel at support@provtel.com or give us a call (204-920-8000), and we will set you up.



MY SERVICES

SUPPORT

 My Invoices

 My Microsoft Licenses

Manage Your
Licenses,
Your Way.

Coming soon! A simpler way to manage your Microsoft licenses with Provincial Tel.

In the meantime, please click the Manage Licenses button to take you to your Microsoft Licenses management page.

MANAGE LICENSES

Need Help with the Client Portal?

If you run into some difficulties with our Client Portal, contact Provincial Tel at support@provtel.com or give us a call (204-920-8000). We will be happy to assist you.