



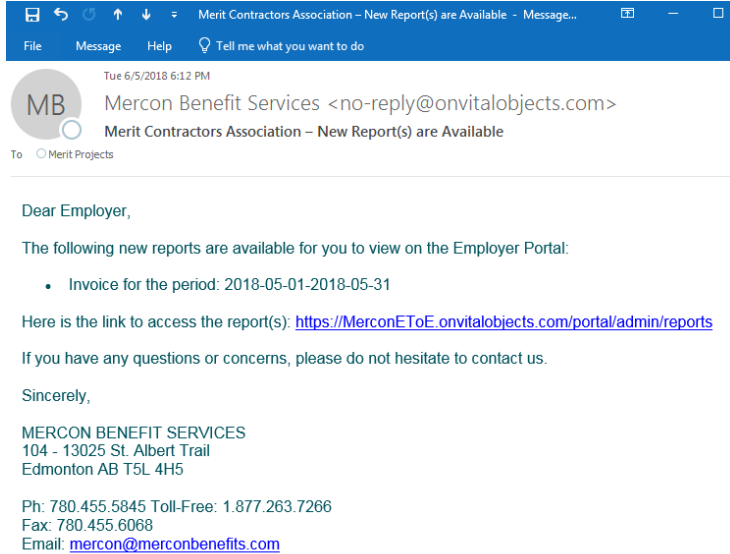
MERCON VITAL OBJECTS SYSTEM

[View Office Invoice Report](#)

Training Material Only - Do Not Copy

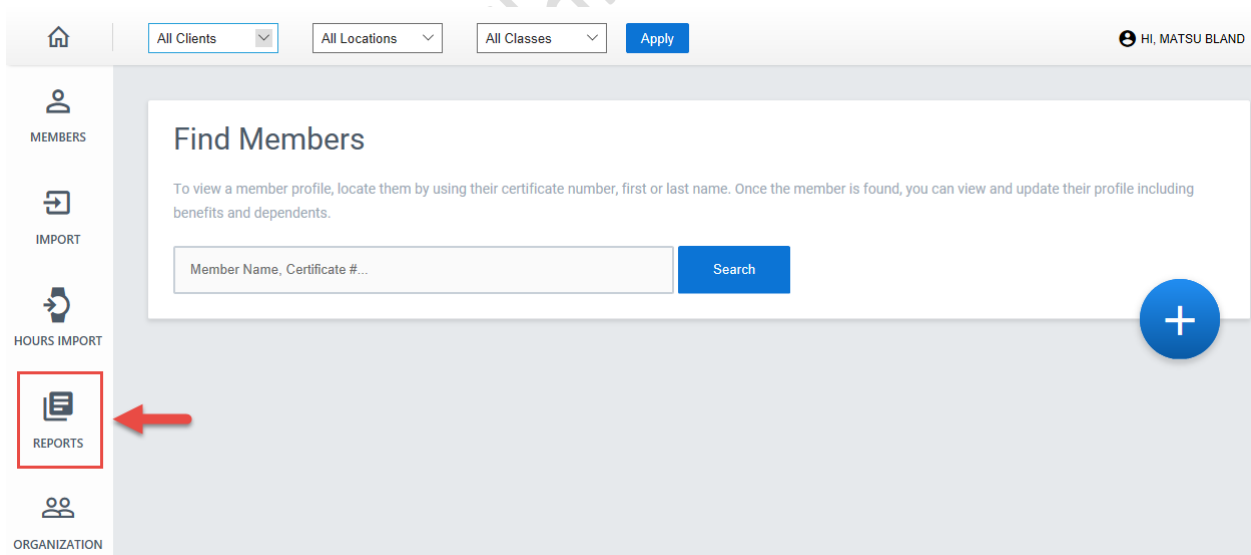
View Office Invoice Report

During the Mercon Benefit Services Month End process, Office Staff Plan invoices are generated. Employers will be notified monthly via email that their invoices are available for review. (sample below)

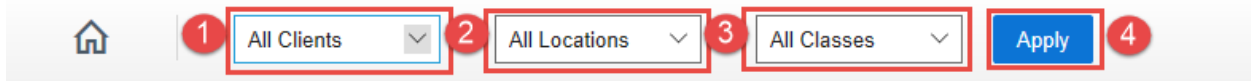


The following steps include how to extract the Office Staff Plan invoice from the Employer portal

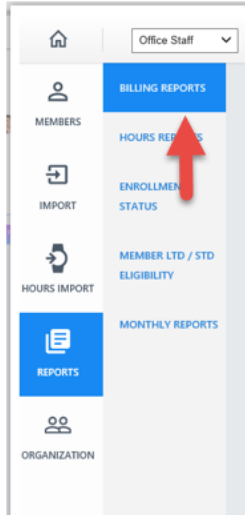
Step 1: From the home screen, select **Reports**.



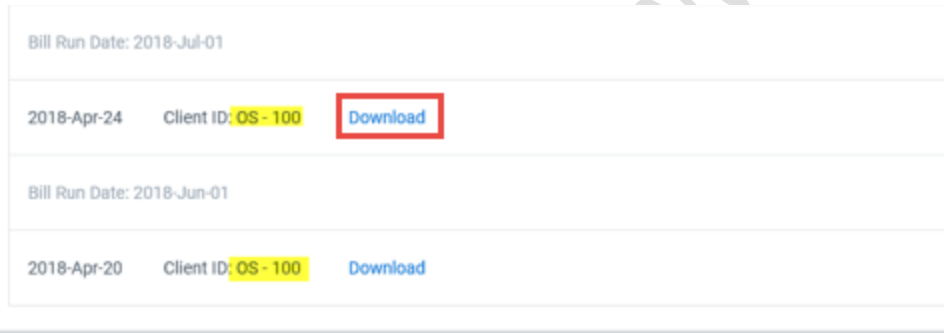
Step 2: Select the specific **Client**, **Location** and **Class** from the drop-down lists for which you wish to run the report. Then click **Apply**.



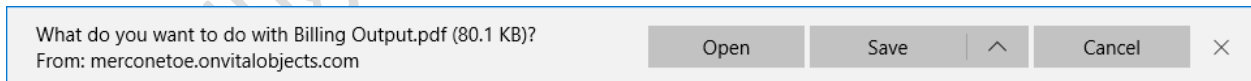
Step 3: Select **Billings Reports** from the Reports sub-menu.



Step 4: Click Download



Step 5: Open or Save the file.



Step 6: Print or Save the document as you see fit.