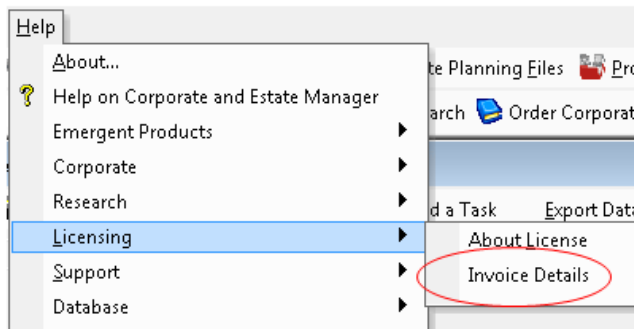


Viewing Your Invoice Details

Emergent Corporate and Estate Manager, like many services available to legal professionals, is licensed on a pay per use basis for a fee that can be disbursed to your clients. As such, tracking the charges is an essential part of recovering your Emergent Corporate and Estate Manager costs from your clients.

At the beginning of each month, you will receive your Emergent invoice itemizing the number of new files created or files that are charged the Annual Subscription Fee. The invoice will detail the number of files, rate and amount. The files (clients) that are being charged are detailed through the Corporate and Estate Manager Application.

Start Emergent Corporate and Estate Manager, and when the program opens, click Help > Licensing > Invoice details.



If the Emergent Invoice Reader doesn't appear automatically, click the icon on your taskbar.



Match the invoice number received from the Emergent Accounting Department in the Invoice Reader to view the specifics of the client charges for the billing period.

