



## View or Print An Invoice

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**City of Manitowoc, WI**

**Collaborator Login**  
Please log in to your Collaborator account.

Email:

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**Login**

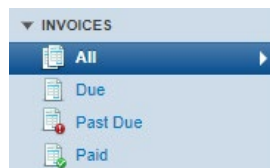
Click City of Manitowoc Icon to Get Started

1. Open "Invoices"

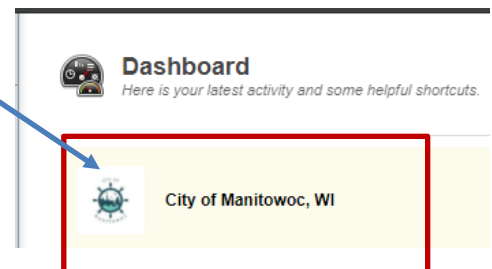
*Note: If left-hand sidebar is collapsed, click "Toggle Menu Visibility" icon to expand.*



2. Click "All" under "Invoices"



3. Browse the listings or use the search tool to find the invoice



#### 4. To print one invoice:

a. Click the gear tool next to the invoice to print



b. Click "Print"

#### 5. To print mutiple invoices:

a. Click the "Choose Action..." dropdown box



b. Click "Print"

c. Click the checkbox(es) to the right of the invoice(s) to print



d. Click "Print"

*Note: A document will automatically download as a PDF that can be printed.*