

How to download bills in bulk

1. Select **Pay multiple accounts** from the dropdown menu.
2. Select the bills you want to download.
 - To download all bills, check the **Select All** box.
 - To download a subset of your bills, deselect the **Select All** box. Select the check boxes next to the bills you want to download.

The session will time out after 10 minutes and invoices are not stored on the server. This is to protect the privacy of your information.

3. Once the bills you want to download are selected, open the dropdown list and select **Download bills**.
4. You can check the status of downloads in the **Download History** screen. If the file status is complete, your bill has successfully downloaded.
5. Downloaded bills will be saved on your computer in a zip folder.

To find downloads on a PC:

- Select **File Explorer** from the taskbar, or press **Windows logo key + E**.
- Under **Quick access**, select **Downloads**.
- You can also find your **Downloads** folder under **This PC**.

To find downloads on a Mac:

- Select **Finder** icon in the dock.
- Select **Downloads** in the **Finder** sidebar.
- You can also find your downloads in the **Go** dropdown in the **Finder** top menu bar.