Access Your UD Mobile Device Bill

Use your LDAP/Novell credentials to access your UD mobile device bill at http://go.udayton.edu/mobilecharges

INDIVIDUAL SUBSCRIBER ACCESS

From the welcome screen, click **Subscription Summary** to display a list of each month's billing charges.

-- click this icon to view a summary of account charges for the selected period

-- click this icon to view the detailed statement for the selected billing period. Within the statement, you can select a different month from the drop-down menu in the upper left corner.

ADMINISTRATIVE ACCESS

Budget authorities (and their designees) can view bills for all devices being charged to specific UD general ledger accounts for up to 12 months.

Subscription Summary

Click **Subscription Summary** from the left navigation menu to display a list of all mobile devices associated with the UD general ledger account(s) you manage. By default, the list is sorted by cell phone number (ascending) AND billing period (descending).

Sort - You can **sort** the data by column header. Click the desired column header to toggle sorting in ascending or descending order. Click **Subscription Summary** to return to the default sort order.

Search – You can **search** for specific bills using Cell Number, Name, or Account Number (Div/Dept drop down box). Enter information just below the column heading, then click **Search**. Note: you can search using partial phone numbers or names.

To open a specific record:

-- click this icon to view a summary of account charges for the selected billing period

-- click this icon to view the detailed statement for the selected billing period. Within the statement, you can select a different month from the drop-down menu in the upper left corner.

Reports

Click **Reports** from the left navigation menu to display the list of available reports (this list may grow over time).   To access the desired report, click the report name.

- **Summary Charges** – display a monthly summary of charges to a specific account number. You can drill down for details by employee or carrier invoice.
- **UD Billing Summary** – this report is currently unavailable
- **Subscription Charges List** – display a list of total, recurring, and usage charges for all account numbers for the month. You can drill down for details by employee.

If you have questions about accessing your UD Cell Phone bill information,
please contact the UD Help Desk at helpdesk@udayton.edu or 937-229-3888.