

## **How to view your invoice**

Hello, in this video, you will learn how to view your invoice within the online invoicing portal.

Firstly, you will need to log in via the link – [fees.fca.org.uk](https://fees.fca.org.uk).

Once you've logged in, you'll be directed to the home page.

On this page, you'll see your firm's account summary, which will detail the total of any unpaid invoices, payments, or credit memos which have not been applied yet.

To view your most recent invoice, click 'See Latest Invoice'.

Scroll down and click 'View Paper Copy'.

To view your historical invoice summary, click 'See Account Activity'. You can also reach this page by clicking 'See Latest Transactions' from the home page.

Under 'Statements Download' select the invoice you would like to view.

To receive a PDF copy of your invoice via email, go to the 'Get Invoice by Email' section on the home page.

Tick the box and click on 'Save Notification Settings'.