



Viewing Your Billing Information

Never question how much you owe. Liquid Web makes it easy to view your billing statements and gives you an even deeper look into what [hosting services](#) you're billed for in the Billing tab in your [Liquid Web account](#). Let's take a look at the different ways you can view your billing information from your account. Click on the link below to learn more about the location of your billing information.

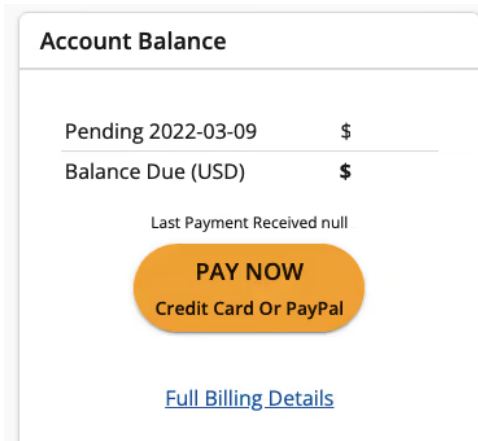
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Account Balance

Your account balance will show on your account homepage.



This section will show any outstanding or overdue balance when you log in. It provides an easy **Pay Now** button to pay your balance using your current method on file or with a different card. If you want to use a credit card other than the one on file, see our article [Making a One-Time Payment](#).



Billing Address

To update your Billing Address, stay in the Account page and scroll down to the Billing Address section. Click on the Edit button to change your billing address information.

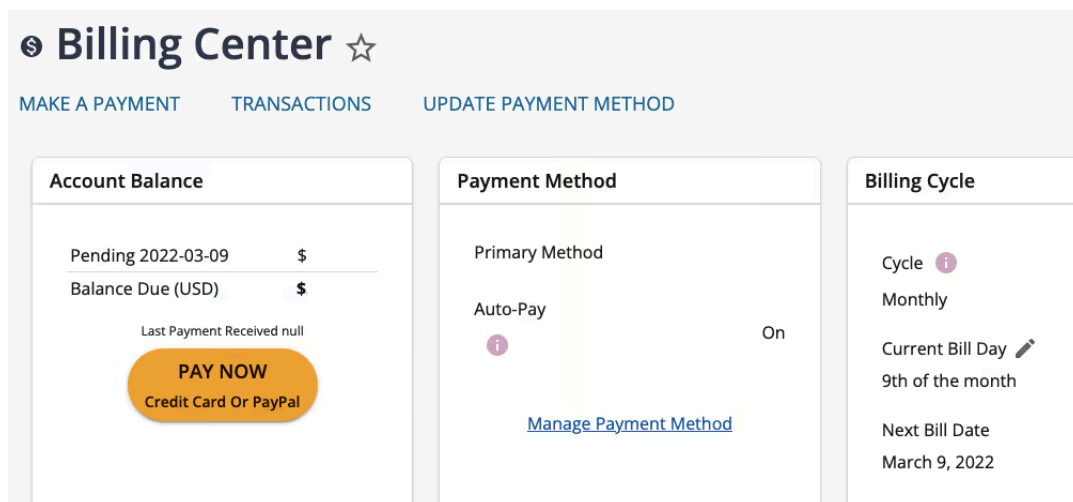
Billing Address

 EDIT

Country	United States
Address	2703 Ena Drive
Address 2	
City	Lansing
State	Michigan
Zip Code	48917-8624

Billing Center

The **Billing Center** in your account contains all of the information related to billing for your account. From here, you can view your balance summary, your current payment method, and your billing cycle, you can also scroll down to see your transaction timeline.



The screenshot shows the 'Billing Center' interface with three main sections: Account Balance, Payment Method, and Billing Cycle. The Account Balance section shows a pending charge for 2022-03-09 and a balance due in USD, with a 'PAY NOW' button. The Payment Method section shows the primary method and auto-pay status, with a 'Manage Payment Method' link. The Billing Cycle section shows the cycle type (Monthly), current bill day (9th of the month), and next bill date (March 9, 2022).

The first section shows the Account Balance information that you saw on your account page. This shows any current charges and the total balance due on your account. If you are set up on auto-pay, this will be automatically deducted from your account on the payment schedule you set when you signed up for our services. If you need to make a one-time payment with another card, see our article [Making a One-Time Payment](#), or see our article [Changing Your Payment Information](#) to update the way you make your payments to your bill.

Auto-Pay Enrollment

If you have a credit card on file, you are automatically enrolled in auto-pay. You can change the payment method at any time, but if you need to switch from Credit Card payments to another method, please contact our Billing Department.


Payment Method

The Billing Center has details of your current Payment Method next to the Account Balance. This section shows your current payment method, indicates your Auto-Pay status, and provides a link to change it. Just click **Change Payment Method** to make adjustments.

Payment Method

Primary Method


Auto-Pay On

 [Manage Payment Method](#)


Billing Cycle

You can see your current **Billing Cycle** on the right side of the Billing Center. This section shows your billing frequency, recurring billing day, and next billing day. To change the day of the month on which you are billed, click the **Pencil Icon** to edit your billing cycle.

Billing Cycle

Cycle 

Monthly

Current Bill Day 

9th of the month

Next Bill Date

March 9, 2022

Invoices

Under your balance summary and billing information, you can view all invoices made for your account in the Transaction Timeline. Each invoice shows the number, date created, type of payment, and amount.

Click the **Invoice Number** to view an itemized invoice for your charges.

Transaction Timeline

ALL Invoice ID ×

Start Date End Date

Transaction	Created On	Type	Amount	Remaining	Balance
5938084 Invoice	08/24/2021	Service Change			
5936501 Invoice	08/23/2021	Service Change			
5845351 Invoice	06/28/2021	Domain SSL			

Print an Invoice

You can print your invoice as a pdf, by clicking the **Download PDF** button from within the invoice details. You will be prompted to a pop-up window to print to a PDF.

