



Your Monthly Invoice is Ready – Access it Using the Choice Billing Online Portal

Special Edition News to Use

Your monthly invoice is ready! As a reminder, you will now view and submit payment for your monthly franchise invoice using the Choice Billing Online Portal (ECB) on ChoiceCentral.com. This system is designed to modernize and simplify the billing process. Access to the portal was automatically granted to the GM account in ChoiceCentral.com, and access can be granted to additional team members using the User Admin app.

How do I find ECB?

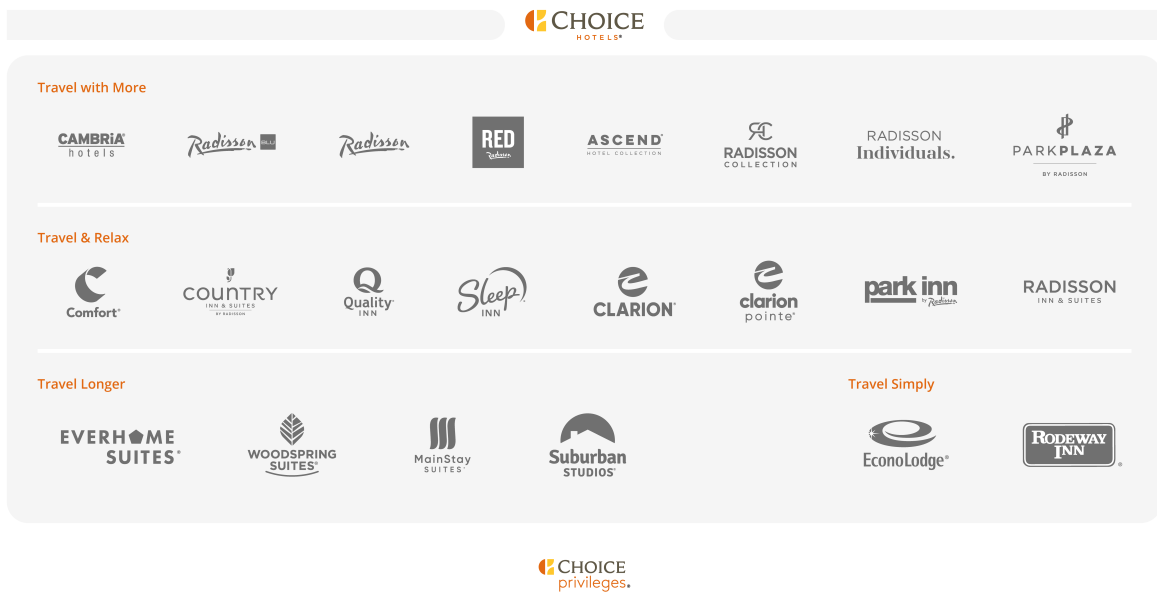
- Each month, you will receive an email notification that your invoice is ready.
- Access the Choice Billing Online Portal by clicking on Quick Links in the upper left menu on the ChoiceCentral.com homepage, then click on Choice Billing Online Portal.
- Once you are in the portal, you can access your invoice by clicking on the “Monthly Bill” tab or “Download Invoices and Credit Memos” tab.

Where can I find more information?

- Click [here](#) for a Quick Reference Guide with screenshots and detailed instructions.
- Click [here](#) to learn about ACH Payments through the Choice Billing Online Portal.
- Click [here](#) to learn more about reviewing and validating the stay-based charges on your hotel’s invoice.
- You can also click [here](#) to watch the Introduction to the Choice Billing Online Portal training on ChoiceU.com.

Who should have access?

- You should give hotel management access to this app through User Admin.



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