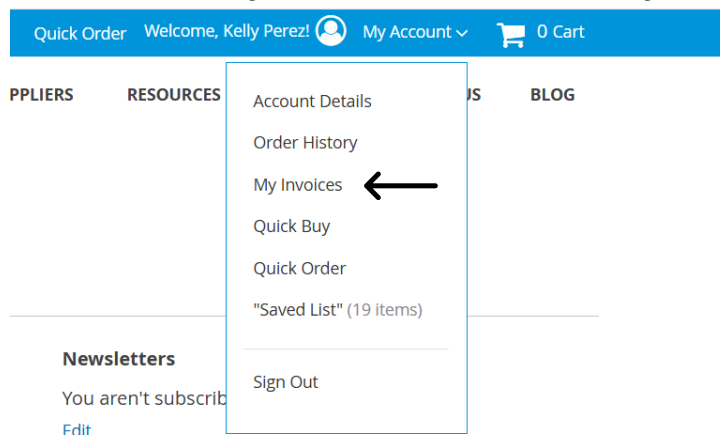


My Invoices: Quick Start Guide

My Invoices makes online account management easier by letting you apply available credits to open invoices, filter and sort invoices, and download multiple invoices at once. Follow the steps below to get started.

Step 1: Sign In and Navigate to My Invoices

1. Sign in to your SPS Online Account.
2. Hover over the **My Account** tab, then select **My Invoices**.



3. You may also access My Invoices using the left side menu on your My Account page.

Step 2: Filtering

Use the **Filter Invoices and Credits** section to narrow your invoice or credit memo search results. You can filter by PO #, Invoice #, SPS Order #, Invoice Date or Due Date, Patient ID / Notes, and Status (All, Open, or Paid).

Filter Invoices and Credits

PO #

Invoice #

SPS Order #

Invoice Date

05/01/2026

05/09/2026

Reset Dates

Patient ID / Notes

Open

Filter

Reset All

Filters applied:

Status: Open

Invoice Date: Between 05/01/2026 - 05/09/2026

Tip: Filter pills show you what filters are currently applied and let you remove individual filters without resetting the search.

Step 3: Apply Available Credits

The **Your Credits** section displays all credits associated with your account that are pending or eligible to apply toward open invoices.

- **View credit details:** Sort and review credits by Invoice Date, Invoice #, Available Credit, SPS Order #, PO #, and Status.
- **Open a credit memo:** Click the PDF icon next to any credit to view the memo directly.
- **Apply credits to an invoice:** Check the box next to any credit you want to apply. A running total of your selections appears at the bottom of the table.
- **Download credit memos:** Select one or more credit memos and download as a combined PDF. Files batch into groups of 10 for faster processing (each PDF contains 10 invoices or credit memos). There is no download limit.

Your Credits

Open 

Check each Credit Memo you wish to apply against the Invoices you select.

Pay	Invoice Date	Invoice #	Credit Avail.	Credit Total	SPS Order #	PO #	Status	View
☐	02/13/2026	12345678	\$79.00	-\$79.00	20145678	00000001	Open	
	02/24/2026	87654321	\$34.50	-\$37.00	20254321	00000002	Pending	

***Note:** Credits showing a lock icon are being accessed by another user on the account, or it has already been applied and is being processed.*

Step 4: Review Open Invoices

The **Your Invoices** section displays all outstanding or paid invoices.

- **View invoice details:** view and sort by Invoice Date, Invoice #, Amount Due, Invoice Total, SPS Order #, PO #, and Due Date.
- **View the invoice PDF:** Click the PDF icon next to any open invoice to view the invoice directly.
- **Select invoices to pay:** Check the box next to any open invoice you want to pay. A running total of your selections appears at the bottom of the table.

Download invoice PDFs: Select one or more invoices and download as a combined PDF. Files batch into groups of 10 for faster processing. There is no limit on total downloads.



Your Invoices

All ▾

Check each Invoice you wish to pay for, and then click "Pay Now" below

Pay	Invoice Date ▴ ▾	Invoice # ▴ ▾	Amount Due ▴ ▾	Invoice Total ▴ ▾	SPS Order # ▴ ▾	PO # ▴ ▾	Due Date ▴ ▾	Status ▴ ▾	View
	03/14/2026	12345678	\$0.00	\$65.99	20145678	00000001	06/11/2026	Pending	
☐	03/25/2026	87654321	\$106.67	\$106.67	20254321	00000002	04/23/2026	Open	

Note: Invoices showing a lock icon are being accessed by another user on the account.

Step 5: Verify and Pay

At the bottom of the page, review your payment summary.

- Amount to Pay
- Credits to Apply
- Remaining Payment Due

Amount to pay:	\$286.21
Credits to apply:	\$84.92
Payment due:	\$201.29

Pay Now

Note: The payment due amount must be greater than 0.

When ready, select **Pay Now** to complete your payment on the checkout page.

Need assistance? Reach out to the SPS Account Receivable team by calling 1.800.767.7776 ext. 6.