

How to Download an Invoice

NOTE – ALL Invoices are available within 24 hours of order completion!

Follow the steps below to Locate, Print, and Download an Invoice:

Go to <https://distribution.advertising.comcasttechnologysolutions.com> and enter your credentials to login to the **Provider Portal**; the Account name will be displayed in the upper-right below the Username.

1. Click the **Settings** icon on the left side of the screen
2. Click the **Invoices** tab
3. From the Search Bar, enter the **PO Number/File Name** of the invoice you are trying to locate
4. Double-click the invoice to open the document (PDF) in a new window
 - a. From this window, you can also Print or Download the document