

Downloading Invoices

1. Navigate to <https://distribution.advertising.comcasttechnologiesolutions.com>
2. On the left hand side, dark blue bar, select the circle “Settings”
3. There is a gray horizontal bar across the top. Ensure “Invoices” is selected white
4. Use the gray vertical search bar on the left to search by PO # or file name
5. Double click the desired invoice, it will open in a browser window
6. Download directly from the browser

Additional Information

1. It can take up to 48hrs after an invoice is sent by the Finance Department for it to populate in the user interface
2. Select “Pay Invoice Online” to pay through the product