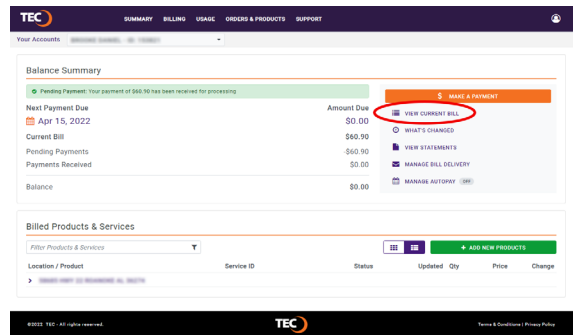Advanced Customer Portal How To:
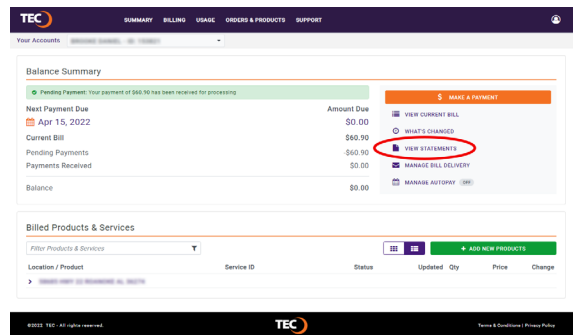
How To View Your Statements

1. Once you have logged in, you can view your current bill by clicking the "View Current Bill" button on the right side of the Balance Summary section of the dashboard.

2. Your current bill will then open in a new browser window and can be viewed or downloaded.

3. To view past statements, click the "View Statements" button to the bottom right of the Balance Summary section of the dashboard.
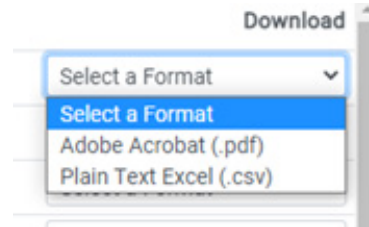

4. The "View Statements" modal window will appear listing your past statements.

5. Here you will be given the option of down-loading any of your statements in the following formats:

a. Adobe Acrobat (.pdf)
b. Microsoft Excel (.csv)

Note: Viewing either file format will require 3rd-party software that TEC does not provide.

6. *The selected invoice format will then be downloaded to your computer and can be open at any time or saved for your records.*