

June 2018 My Business enhancements

We're working hard to deliver improvements to your My Business digital experience, including new features and functionality to the My Business app and One Talk.

Scheduled updates

We try to update My Business outside of standard business hours. Some account management processes might not be available between 12M - 6 AM ET on the following dates:

- July 24, 2018
- August 21, 2018

Dates are tentative and may change. Check the [My Business](#) Notification Center for the latest information.

Note: Verizon will never call you or send emails requesting your username and password for access to My Business. Please do not share this information.

New screen icon for the My Verizon for Business app



View your previous invoices in the My Verizon for Business app

You can now review the last 12 months of invoices in the My Verizon for Business app with just a few quick taps.

1. Tap the 3-line navigation menu icon in the upper left of your screen.
2. Tap **Billing**.
3. Tap the Account you want to review, if applicable.
4. Tap the **History** tab.
5. Tap the bill you'd like to review.
 - a. If you'd like to see up to 12 months of past invoices, tap **View all payments**.



The image shows two side-by-side screenshots from a Verizon account interface. The left screenshot displays the 'Account #742182651-00001' with tabs for 'Bill summary', 'Pending', 'History', and 'Settings'. The 'History' tab is active, showing a list of past bills with columns for the period and amount. An orange arrow points from the '\$250.50' amount for the period 'Sep 5, 2017 - Oct 4, 2017' to the right screenshot. The right screenshot is a 'View PDF' of an invoice for the period 'Sep 5, 2017 - Oct 4, 2017'. It includes a 'Quick Bill Summary' table, a 'Total Amount Due by April 28, 2018' of \$139.80, and a 'Payments' table. The 'Payments' table shows a previous balance of \$139.91, a payment of \$139.91, and a total payment of \$139.91, resulting in a balance forward of \$0.00. The invoice also includes account information, a QR code, and a 'Next >' button at the bottom.

You can also view 12 months of past invoices in [My Business online](#).

1. Sign in to [My Business](#).
2. Click **View all invoices** in the "Recent invoices" section.
3. In the "Account Information" section, select the invoice you'd like to view next to "Statement Date:", and click **Display**.

You can download your invoices from the same page.

1. Select the format you'd like next to "Download Your Statement:".
 - a. You can choose PDF, CSV or XML
2. Click **Go**.

Manage your One Talk Schedules on-the-go

[One Talk](#) keeps you connected to your customers and prospects by letting you share a number between your mobile and desk phones.

The My Verizon for Business app makes it easy for you to manage your One Talk schedules from the convenience of your smartphone.

1. Tap the 3-line navigation menu icon in the upper left of your screen.
2. Tap **One Talk**.
3. In the “Business Features” section, tap **Schedule**.
 - a. You can create, modify or remove a One Talk Schedule.

