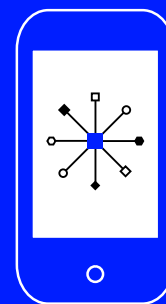


MyRefinitiv

A single log-in that brings all your products and services together in one place



The MyRefinitiv Portal: providing billing-cycle support

MyRefinitiv provides you with a single access point to a suite of time-saving services across billing, account administration and support.

See your outstanding balance and much more

The **Dashboard** includes a summary of any new and past due invoices. To view more billing information, navigate from the menu on the left-hand side and select **Billing & Pricing** where you are able to view your **total due**, **past due** and **credit** totals (if applicable)

Delivering value

	FIND ANSWERS TO BILLING AND ADMINISTRATION QUERIES	For example, you can type how to pay invoices or any other query in the Search box
	RAISE AND TRACK BILLING QUERIES	Faster resolution and visibility of your queries
	DOWNLOAD INVOICES	Export your invoice details in CSV format
	REVIEW YOUR ACCOUNT DETAILS	Request changes to billing contact and billing address details, if required
	VIEW THIRD-PARTY PRICE LISTS	Access exchange price lists and exchange rates used for billing
	VIEW OTHER IMPORTANT COMMUNICATIONS	See all billing-related and other correspondence in one place

How to access Billing & Pricing

If you have communicated to Refinitiv that you are in a billing role, you will be set up automatically to see your invoices and several other useful features in the portal. Simply register or log in here: my.refinitiv.com.

If you cannot see **Billing & Pricing** on the left-side menu and require access, [please click here](#) and select **I need help using e-Invoicing**. Complete the short form; you will receive an email confirmation once set up.

Managing multiple billing accounts

If you manage more than one billing account, you will be able to see summary details for each account you manage. If your organization receives invoices in more than one currency, you will be able to see totals due by currency.

Downloading invoices and raising queries

Simply click the three dots to download or export an invoice or to raise a query.

Invoices

Credit Notes

Invoices

Download

Filter

Search

<input type="checkbox"/> INVOICE	ISSUED	STATUS	DUE DATE	GROSS TOTAL [?]	TOTAL DUE	
<input type="checkbox"/> 0095006248	01 Dec 2017	PENDING	30 Dec 2017	USD 0.01	USD 0.00	<div><div>Open PDF</div><div>Download CSV</div><div>Get Support</div></div>
<input type="checkbox"/> 0094962017	01 Nov 2017	PENDING	30 Nov 2017	USD 0.01	USD 0.00	<div></div>
<input type="checkbox"/> 0094894394	01 Oct 2017	PAID	30 Oct 2017	USD 22,910.93	USD 0.00	<div></div>
<input type="checkbox"/> 0094897385	01 Oct 2017	PAID	30 Oct 2017	USD 326.63	USD 0.00	<div></div>

Learn more

Access the MyRefinitiv e-billing guide and other useful guides and videos [here](#).

Visit my.refinitiv.com

