

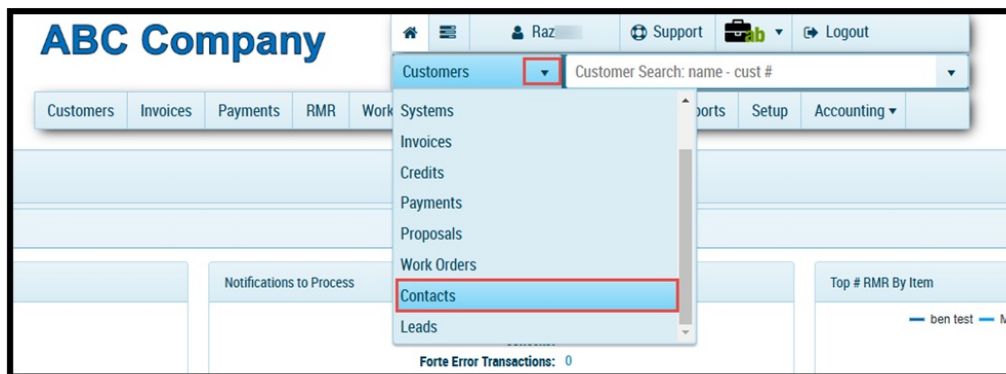
# Multiple ways of looking up a contact

11/15/2024 7:49 am EST

In AlarmBiller a contact can be looked up in multiple ways.

There are multiple ways of looking up contact in AlarmBiller by the name or customer.

1. Switch the search criteria from the top drop-down from Customers to Contacts (then type the contact's name or the customer's name in the search area and push the Enter key):



2. Access the contact from the customer's account by accessing the Contacts tab (on the customer's account):

My Test-Customer - 1326

Edit

5775 Joy Rd  
Canton, MI 48188  
Phone: (999) 999-8521  
Cell:  
Email: [just.a.test@gm.99.ail.com](mailto:just.a.test@gm.99.ail.com)  
Customer Type: COMMERCIAL  
Salesperson: Test Tech

Status: Active  
Priority: Normal  
Customer Since: 02/11/2020  
Last Statement: 10/18/2024  
Default Term: Net 10 Days  
Recurring Term: Net 60  
Service Term: Net 30 Days  
Manual Term: 90 Days  
Delivery Method: Mail  
Deliver RMR Inv: Yes


Open Invoices: \$1,792.15  
Open Credits: \$0.00  
Unapplied Cash: \$0.00  
Balance Due: \$1,792.15  
Late Fee Balance: \$10.00  
Total Balance Due: \$1,802.15  
Total RMR: \$73.49  
Auto Pay:

Comments These comments do not appear anywhere on customer's portal.

Invoices	Credits	Sites/Sys	RMR	Work Orders	Proposals	Payments	CC/eCheck	Notes	Contacts	Utilities
37	0	2	3	35	1	30	14	4	1	

Contacts

[Add New Contact](#) [Add Existing Contacts](#)

S...	Name ↑	Phone	Cell	Passcode	Relationsh...	Email
0	Test-Customer, My					my-testcusto...  ... x

1 - 1 of 1 items 