

How to setup AlarmBiller to send all invoices tied to a specific account to multiple recipients?

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AlarmBiller gives its users the ability to automatically have all invoices delivered to multiple recipients.

AlarmBiller allows users to set up an account to automatically send all invoices to multiple recipients by using the **Contacts** feature.

To set up multiple recipients to receive all invoices, access the Customer's account and then the **Contacts** tab below.

Click "Add New Contact:"

The screenshot displays the AlarmBiller interface for a customer account. The top navigation bar includes tabs for Customers, Invoices, Payments, RMR, Work Orders, Proposals, Calendar, GL, Reports, Setup, and Accounting. The main content area is titled "My Test-Customer - 1326". It contains three sections: contact information (5775 Joy Rd, Canton, MI 48188, Phone: (999) 999-8521, Email: just.a.test@gm.99.ail.com, Customer Type: COMMERCIAL, Salesperson: Test Tech), account status (Status: Active, Priority: Normal, Customer Since: 02/11/2020, Last Statement: 01/18/2025, 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), and financial summary (Open Invoices: \$2,007.87, Open Credits: \$0.00, Unapplied Cash: \$0.00, Balance Due: \$2,007.87, Late Fee Balance: \$10.00, Total Balance Due: \$2,017.87, Total RMR: \$73.49, Auto Pay: Yes). Below these sections is a "Comments" area with a note: "These comments do not appear anywhere on customer's portal." The bottom section is the "Contacts" tab, which is highlighted in the top navigation bar. It contains a table with columns: S., Name, Phone, Cell, Passcode, Relationsh..., and Email. The table has one row: "0", "Test-Customer, My", "", "", "", "", "my-testcusto...". Below the table, there are two buttons: "Add New Contact" and "Add Existing Contacts". The "Add New Contact" button is highlighted with a red box. The bottom of the table shows "1 - 1 of 1 items".

Fill out the fields and checkmark all three options:

Edit

Test

MI

Customer

123 Main St

Address 2

Beverly Hills

California

90210

Plus 4

Relationship:

Phone: (989) 586-4582 ext.

Cell Phone:

Email: just_an_example@example.com

Password:

Sort Order: 0

CC Invoice Emails

Manual: ☒ RMR: ☒ Work Order: ☒

Description:

This user would like to receive a copy of the invoice on the email address specified above.
This email address is different than the main email address on the account. (both will receive the invoice).

1,799 characters remaining

✓ Update

Cancel

Click Update.

Next time an invoice gets created/generated, the email specified under Contacts will receive an emailed copy.