

# HOW TO PULL CONTRACT END DATES

## AT&T

1. Go to: <https://www.wireless.att.com/business/>
2. Sign in Using AT&T user name and password
3. Hover over **"Reports"** on white menu under **"Manage."** Click **"Request Reports"**



4. In the "Reports" table, click on "Expanded Wireless User Inventory Report"

| Report Name                                    | Description  |
|--|--|
| Basic Wireless User Inventory Report           | This report provides basic wireless inventory information for... >More |
| <b>Expanded Wireless User Inventory Report</b> | Run this report for all wireless users on a single foundation... >More |

5. Select file format (Excel), click **"Continue"**
6. On the next screen, name the file and click **"Continue"**
7. Verify information and click **"Request Report"**
8. After you receive an email notification that the report is complete(a few hours) sign back in
9. Hover over **"Reports"** and click **"View/Download Requested Reports"**



10. Find your **"Expanded Wireless User Inventory Report"** click **"download"** and save spreadsheet

## Sprint

Contact your Sprint representative for Contract End Dates

## Verizon

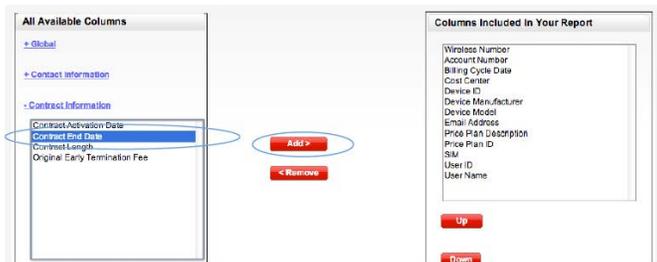
1. Go to: <https://b2b.verizonwireless.com>
2. Sign in using Verizon username and password
3. Click on **"Reports"** on top red header



4. Click **"Build your Own Report"** button under "My customized Reports" section.



5. Under **"All available Columns"** on left, click **"+Contract Information"** to expand. Click **"Contract End Date"** to highlight row and click **"add"** button to move it to the right. Click **"Submit"** at the bottom of the page.



6. Pull down **"Select Actions"** Click **"Download to CSV"** and save.

# HOW TO RETRIEVE ONLINE BILLS

## AT&T

1. Go to: <https://www.wireless.att.com/business/>
2. Sign in Using AT&T user name and password
3. Click **"Billing"** on top blue header



4. Under **"Menu Options"** on the left side of the page, click **"Download Account Bill Image"**

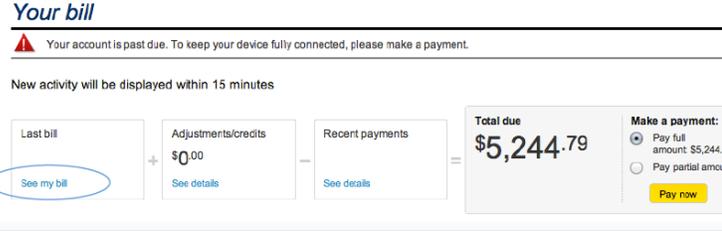


5. In pop-up window, select **"Account Billing Image with Usage Details"** and click **"Download Bill Image PDF"**



## Sprint

1. Go to: [www.sprint.com/index\\_b.html](http://www.sprint.com/index_b.html)
2. Sign in Using Sprint user name and password
3. Scroll down to **"Your bill"** section. Click on See my bill, **"Last bill"**



4. Click **"Printer Friendly Version (PDF)"** on top right side of Monthly invoice summary to download bill

## Verizon

1. Go to: <https://b2b.verizonwireless.com/>
2. Sign in using Verizon user name and password
3. Hover over **"billing"** on top header, then hover over **"Statements"** and click **"View Statements"**



4. Click **"Download"** on top right side of Billing Account Summary page to download

