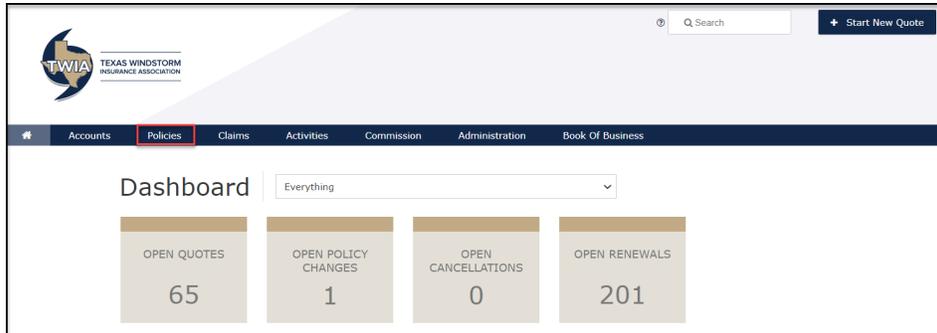# Using the Billing Functions in the TWIA Agent Portal

This job aid demonstrates the steps needed to use the Billing Delinquent tab and the Billing tab to see the policyholder's billing status and payment schedule.
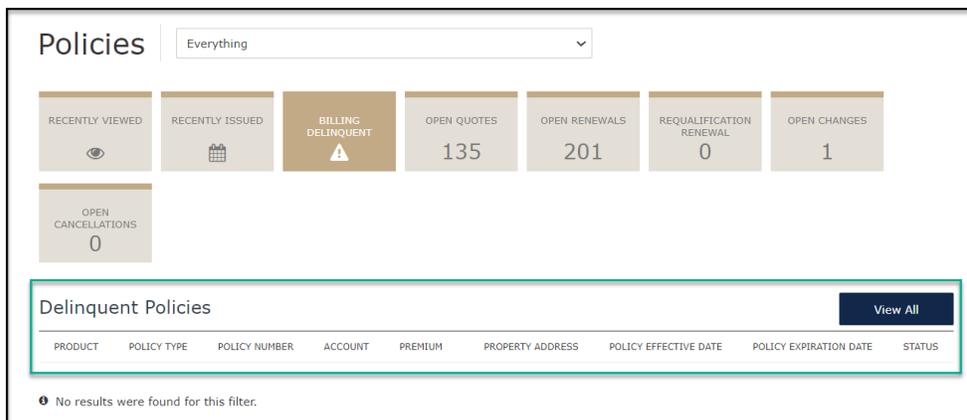
Part I---Using the Billing Delinquent Tab

1. From the agent dashboard (i.e. the landing page when you log in to the Agent Portal), select "Policies."

2. Next, select "Billing Delinquent" to see if you have any policies with notices of cancellation due to non-payment.
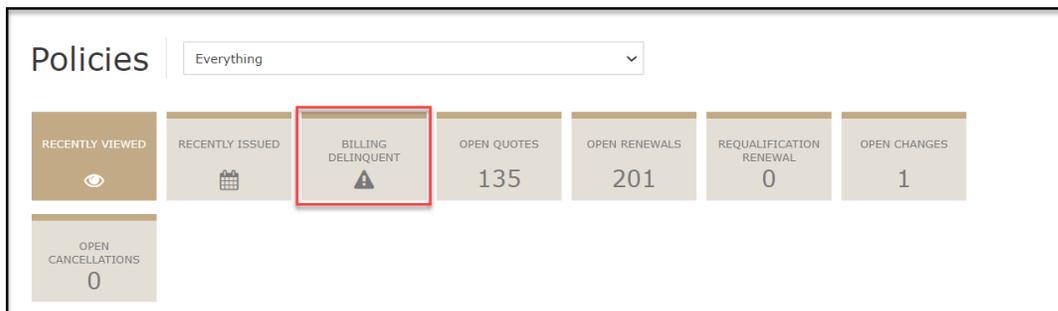
3. This agent does not have any billing delinquent polices per the results shown below.

Part 2—Using The Billing Tab

1. Navigate to the policy you are checking the billing status on. Next select "Billing."

2. The results show the payment plan (shows 4-pay plan and the policyholder enrolled in Auto Pay) and the schedule of payments.