

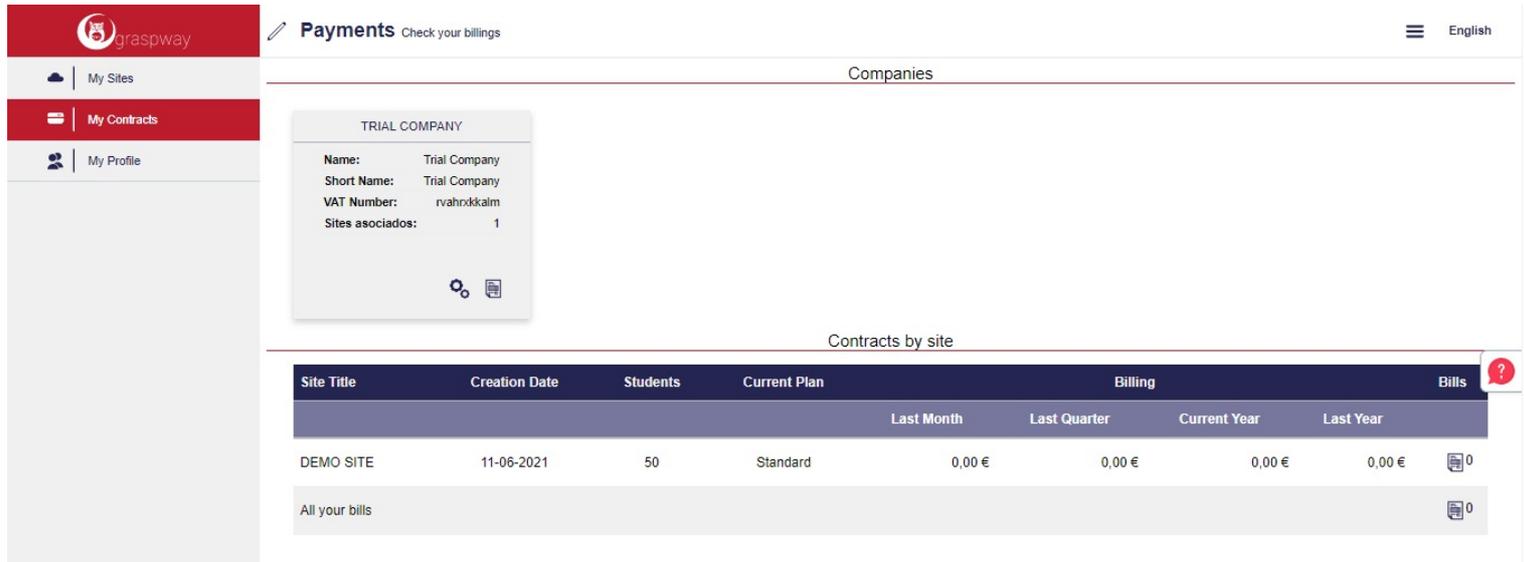
My Contracts

My Contracts" section of the Client Area. Here you can consult and manage the contracts and invoices of your Graspway sites.

- [How can I view my contracts?](#)
- [How can I change my company's details?](#)
- [How do I download my invoices?](#)

How can I view my contracts?

To view your contracts you will need to access the My Contracts menu in your Client Area. All your contracts and invoices are listed there.



The screenshot shows the Grasipay client area. On the left is a navigation menu with 'My Contracts' selected. The main content area is titled 'Payments' and 'Check your billings'. Below this, there is a 'Companies' section with a card for 'TRIAL COMPANY' showing details like Name, Short Name, VAT Number, and Sites asociados. Below the company card is a 'Contracts by site' table. The table has columns for Site Title, Creation Date, Students, Current Plan, Billing (Last Month, Last Quarter, Current Year, Last Year), and Bills. The table contains one row for 'DEMO SITE' and a summary row 'All your bills'.

Site Title	Creation Date	Students	Current Plan	Billing				Bills
				Last Month	Last Quarter	Current Year	Last Year	
DEMO SITE	11-06-2021	50	Standard	0,00 €	0,00 €	0,00 €	0,00 €	0
All your bills								0

You can filter your list of contracts by company by clicking on the block with the company info.

(video)

To view the details of one of your contracts, simply click on the contract linked to the Grasipay site you wish to check. Here you will be able to see the company's details, invoicing details and a list of invoices linked to the contract you are consulting.

(video)

How can I change my company's details?

If you wish to modify your company's details, just click on the cogwheels icon that appears in the block with the info of each company in the My Contracts menu of your Client Area.

TRIAL COMPANY

Name: Trial Company
Short Name: Trial Company
VAT Number: rvahrokkalm
Sites asociados: 1

Once you click on this icon you will see a form with all the information about your company and you will be able to correct or update any information about your company.

 **Detalle de la compañía** Configura tu compañía Español

[Volver a mis compañías](#)

Configuración de la compañía **Trial Company**

Nombre Legal	<input type="text" value="Trial Company"/>	Nombre Corto	<input type="text" value="Trial Company"/>
Dirección	<input type="text" value="Trial Address"/>	IVA	<input type="text" value="rvahrokkalm"/>
ciudad	<input type="text"/>	Tamaño de la compañía	<input type="text" value="1-50"/>
País	<input type="text"/>	código postal	<input type="text"/>
		teléfono	<input type="text"/>
		Sector	<input type="text" value="Educación"/>

[Eliminar compañía](#) Guardar

Additionally, there is the option to delete your company data (only companies with no associated contract can be deleted).

How do I download my invoices?

You can download your invoices from various places within the My Contracts menu in your Client Area.

Select a contract to view its details and click on the Invoicing tab. You can download a list of all your invoices in CSV format by clicking on download all invoices. You can also view the details of a specific invoice by clicking on the eye icon to the right of the invoice details.

Pagos Revisa tus facturas

Compañías

TRIAL COMPANY

Nombre: Trial Company
Nombre Corto: Trial Company
Número IVA: rva9h0kkalm
Sitios asociados: 1

Filtrando

Contratos por sitio de Trial Company

Título del Site	Fecha de creación	Alumnos	Plan actual	Facturación				Facturas
				Último mes	Último trimestre	Año en curso	Último año	
DEMO SITE	11-06-2021	50	Standard	0,00 €	0,00 €	0,00 €	0,00 €	0

Contrato Gestione tus Facturas

Trial Company

Información del contrato de este sitio **DEMO SITE**

Información del contrato Facturación

descargar todas las facturas

Número de factura	Fecha de emisión	Plan	Alumnos	Periodicidad	Inicio periodo facturación	Fin periodo facturación	Precio Total
No hay facturas para este sitio							

You can download the invoice you are viewing in PDF format by clicking on the icon shown in the following image.

