## How To View & Download Your Google Ads Billing Invoices

First, you must accept access to your Google Ads account

When your account goes live, Google Ads sends you an email for access to your Google Ads account. This email comes directly from <u>no-reply@google.com</u>. If you do not have access to your account already, please let me know and I can grant you access again.

Next, please go to <u>https://ads.google.com/</u>. You will log in with your email and the same password you use for that email address

Once you are in your account go to the top right side of the page and click on TOOLS & SETTINGS - THEN CLICK ON SUMMARY (under billing)

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BULK ACTIONS	MEASUREMENT	SETUP	BILLING
All bulk actions	Conversions	Business data	Summary
Rules	Google Analytics	Policy manager	Documents
Scripts	Attribution	Access and security	Transactions
Uploads		Linked accounts	Settings
		Preferences	Promotions
		Google Merchant Center	

From here, you will be brought directly to your billing summary page You will be able to view TRANSACTIONS & VIEW TRANSACTIONS You will also be able to DOWNLOAD your billing invoice documents

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Date range	Total	Documents
Sep 1 – 11, 2020	$\square$	N/A
Aug 1 – 31, 2020	$\square$	DOWNLOAD
Jul 1 – 31, 2020	$\square$	DOWNLOAD
	VIEW	TRANSACTION