




## APPENDIX E – ACCESSING COST SHARE AND PAYMENT INFORMATION IN COUNSELLINK

To access the cost share and payment information for an invoice in CounselLink follow the steps below:

1. Log in CounselLink
2. Click on invoice tab or use quick search to search for the invoice using the invoice number.
3. Once the invoice opens click on the button next to Invoice Additional Information as shown below to expand that section.

<b>Invoice Additional Information</b> 				
<b>All</b>	Summary	Charges	Allocation	Documents
<b>Invoice Summary</b> 				

4. Once you have that section expanded you will see the cost share applicable to that invoice and the payment made on that invoice as shown below.

<b>Payment</b> 						
<b>Net Paid Amount</b>						
<b>Net Fees (USD)</b>	<b>Net Expenses (USD)</b>	<b>Net Total Amount (USD)</b>	<b>Net Paid Pre Appeal (USD)</b>			
\$291.00	\$85.00	\$376.00	\$275.00			
<b>Cost Share</b>						
<b>Start Date</b>	<b>End Date</b>	<b>Percentage</b>	<b>Matter or Invoice Level</b>	<b>Cost Share Date Type</b>	<b>Cost Share Line Item Type</b>	<b>Cost Share Compounded</b>
<b>Payment Information</b>						
<b>Type</b>	<b>Number</b>	<b>Service or Check Number</b>	<b>Claims System</b>	<b>Amount (USD)</b>	<b>Payment Date</b>	
Claim Number	12345		ACES	\$21.00	04/27/2017	

