Uploading Information to AlarmBiller
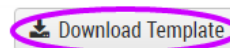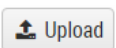
Last Modified on 11/08/2016 8:36 pm EST

These instructions apply to all tabs in the "Uploader" section including "Parts Uploader", "Customer Batch Uploader", "Invoice / Credit Uploader", and "Company Archive Upload

Download Template

For each upload there is a spreadsheet that needs to be completed. Click "Download Template" in the upper right corner to download this spreadsheet to your documents.
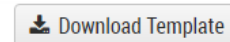

 There will be a legend and example data for reference when filling out the template The data you will be uploading needs to be on the "Format Layout" sheet. Once you have finished, save the file in your documents.

Select Files

Click "Select files…" on the left side of the screen and select the finished template from your documents.

Upload

Click "Upload" in the upper right corner to upload the information to AlarmBiller.

*Note: Feel free to create a support ticket with questions or issues regarding any of the uploaders.