

Welcome

Welcome Customer Administrator. This manual will show you how change billing information associated with your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

CUSTOMER SUPPORT

Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

Email

support@www.colorado.gov

Mail

Colorado Interactive

600 17th Street, Suite 2150 South

Denver, CO 80202

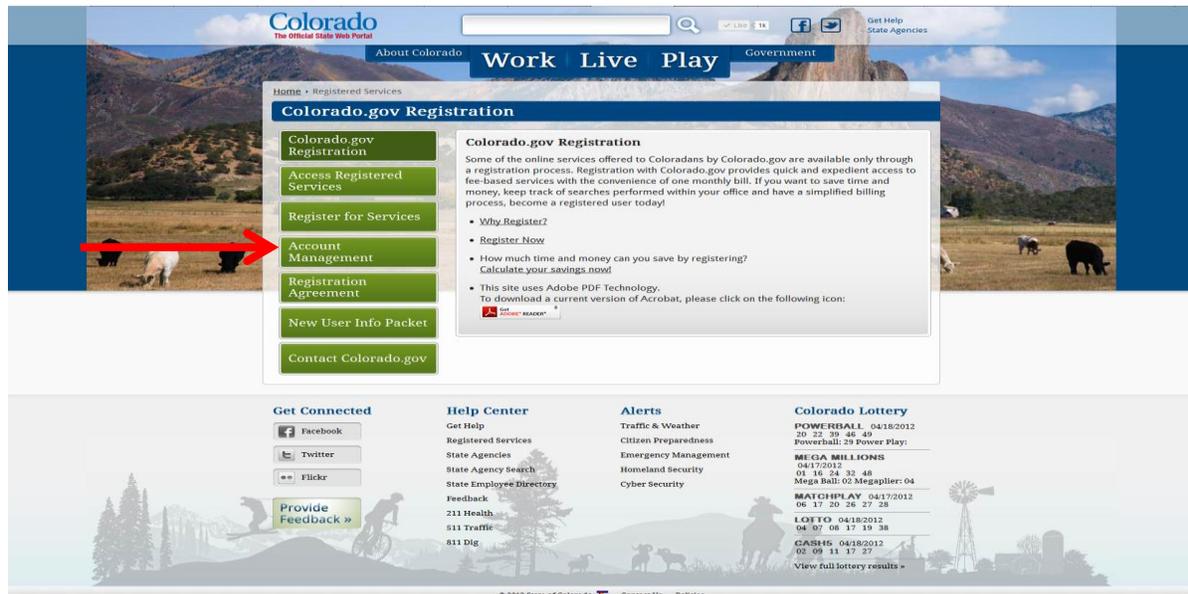
Change Billing Information

This function allows the Customer Admin to change the billing information for the account.

1.1.1 Colorado.gov Homepage-Access Registered Services page



1.1.2 Registered Services Page-Access Account Management Page



1.1.3 Log into CDB (Customer Data Base) –Enter your username and password



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Login to Your CDB Account

Login:

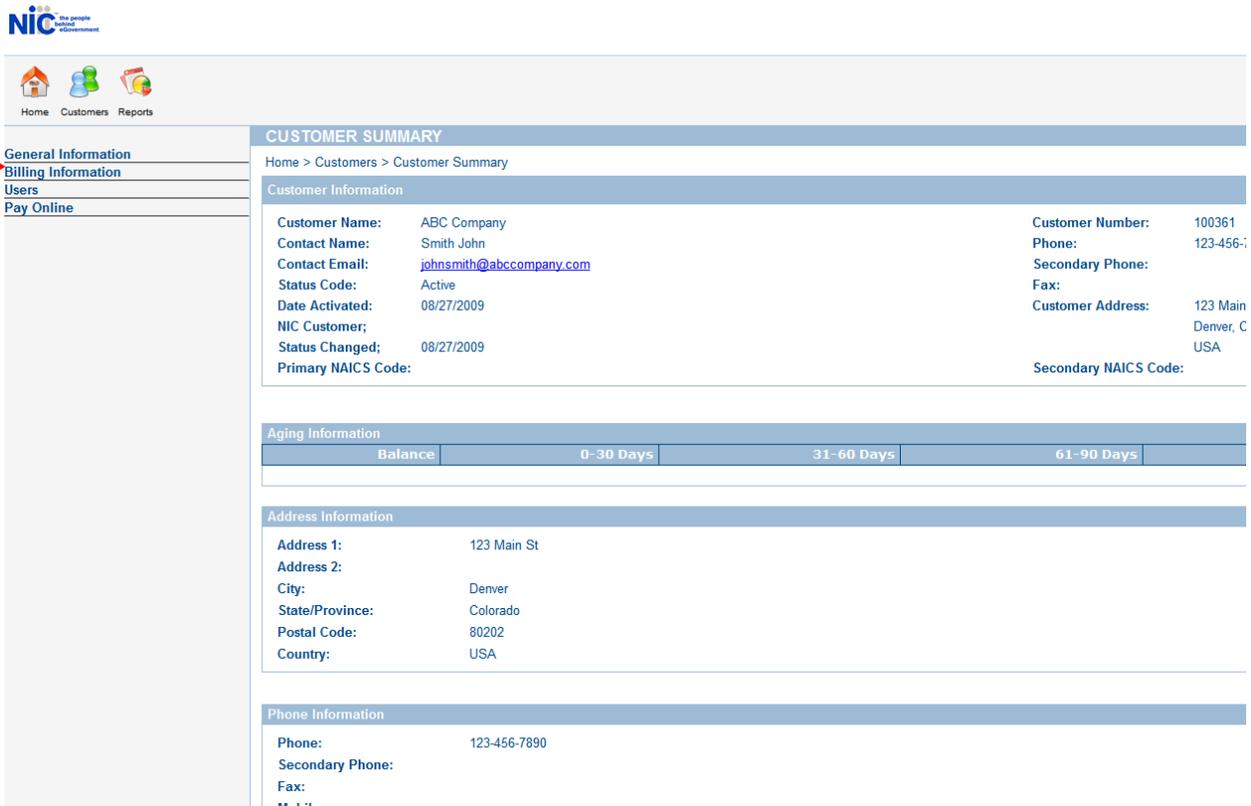
Password:

[Forgot my password](#)

1.1.4 Select Customer



1.1.5 Select Billing Information



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Home Customers Reports

General Information (Selected)

Billing Information

Users

Pay Online

CUSTOMER SUMMARY

Home > Customers > Customer Summary

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-
Contact Email:	johnsmith@abccompany.com	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main Denver, C USA
NIC Customer:		Secondary NAICS Code:	
Status Changed:	08/27/2009		
Primary NAICS Code:			

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

Phone Information

Phone:	123-456-7890
Secondary Phone:	
Fax:	
Mobile:	

1.1.6 Select Modify Billing

BILLING INFORMATION
Home > Customers > Customer Summary > Billing Information

Customer Information Modify Customer

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith, John	Phone:	123-456-7890
Contact Email:	johnsmith@abccompany.com	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	09/27/2009	Customer Address:	123 Main St Denver, CO 80202 USA
NIC Customer:		Secondary NAICS Code:	
Status Changed:	09/27/2009		
Primary NAICS Code:			

Billing Information Modify Billing

Apply Minimum Billing: No
Waive Service Fee: No
Do Not Invoice: No
Is Prepay: No
Invoice Payment Terms: 20
Invoice Template: Service By Day
Option: Mailed Invoice
Address: John Smith
123 Main St
Denver, CO 80202
USA

Choose desired billing option and fill in the required information, once complete select the 'Submit' button.

MODIFY BILLING INFORMATION
Home > Customers > Customer Summary > Billing Information > Modify Billing Information

Customer Information

Customer Name: ABC Company Customer Number: 100361

Credit Card Option

Credit Card:
Card Expiration Date: (mm/yyyy)
Card Type: -- Card type --

ACH Option (US Only)

Routing Number:
Account Number:
Account Type: -- Account Type --
Customer Type: -- Customer Type --
Bank Name:

Online Invoice Option

Email: Same as Main

Mailed Invoice Option

Customer Name: ABC Company Same as Main
First Name: John
Last Name: Smith
Address 1: 123 Main St
Address 2:
City: Denver
State/Province: Colorado
County: -- County --
Postal Code: 80202
Country: USA

Submit