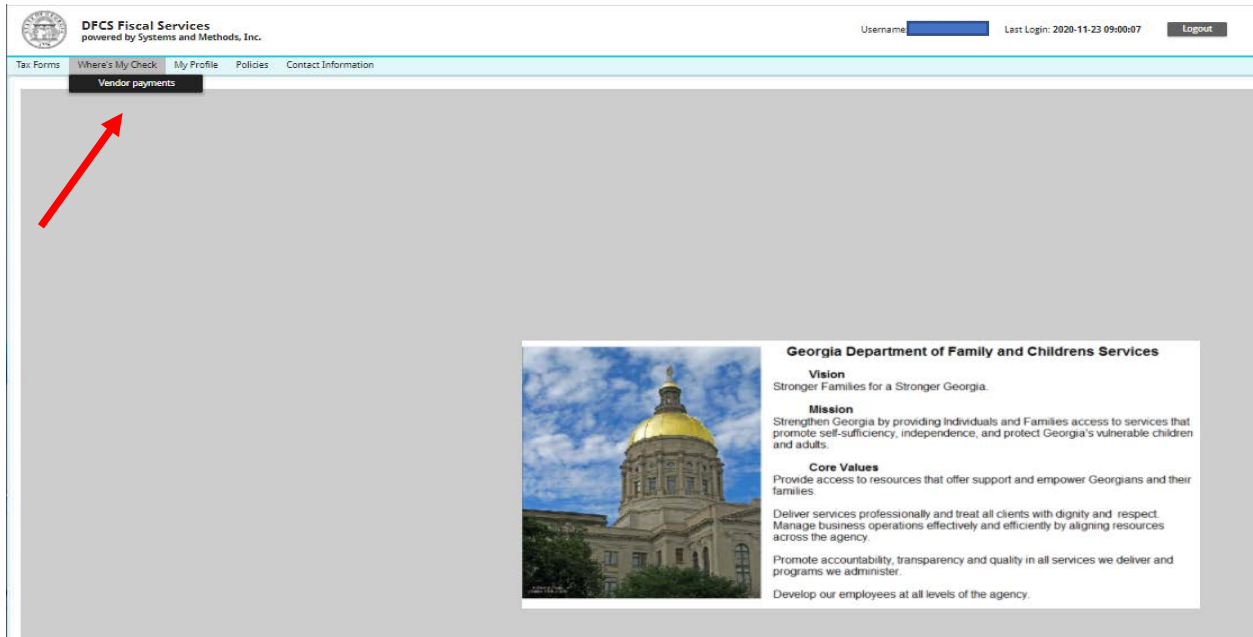
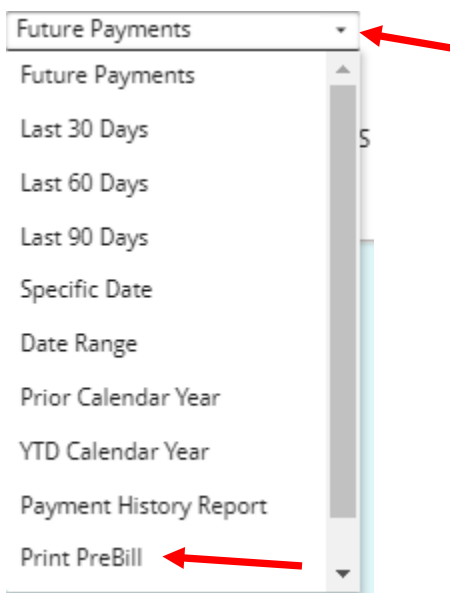


Web Portal RBWO Pre-Bill Instructions

1. Log into website: <https://smileonline.us>
2. After logging in, click on **Where's My Check** → **Vendor payments**.



3. Click the drop down and select **Print PreBill**.



4. Enter the Service Month you wish to search for. The Service Month indicates the Year (20) and Month (11) of the services. In this example, 2011 indicates the year 2020 and the month of November. This does not indicate the date of payment for these services.

NOTE: PreBills are available on the 1st of the month for the prior service month. For example, PreBills for November 2020 (2011) will be available December 1st.

After you have entered the service month you wish to search for, click **Display Payments**. The document will populate and open in a new tab.



The screenshot shows a web form titled "Service Month". Below the title is a text input field with the placeholder text "Enter Service Month (ex. 1801, YYYYMM):" and the value "2011" entered. A red arrow points to the input field. Below the input field are two radio buttons labeled "Output as" and "PDF", with the "PDF" option selected. To the right of these buttons is a dark grey button labeled "Display Payments". A red arrow points to the "Display Payments" button.

Choose the printer icon (or Ctrl + P) to select your printing options:



5. If you enter a service month that isn't available, you will receive an alert that the prebill is not available. For example, if the current month is December 2020, you enter December 2020 (2012), and click Display Payments, you will receive an alert that reads, **"PreBill for 2012 will not be available until 01/01/2021. Please try later."** You will need to wait until January 1st to view your PreBill for December.