

# Account Management

## Account Overview

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The account summary dashboard provides a broad overview of your account. In this dashboard you can view **account balance**, **plan details** and **customer account summary**.

### Quick Guide

#### Step 1: Make a Payment

1. Log into <https://portal.herotel.uk>.
2. Select **Account > Payments**.
3. Click **Add credit now**.
4. Add credit card details or select a saved card in the pop up.
5. Click **Add Account Credit** to make payment.

#### Step 2: Account Summary

1. Log into CloudPBX.
2. Select **Account > Summary for a brief summary of your account**
3. **Select Account > Charges for a breakdown of charges on your account**
4. **Select Account > Plan for a detailed breakdown of your monthly plan and fees**
5. **Select Account > Records to search for specific billing fees and calls made on your account.**

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