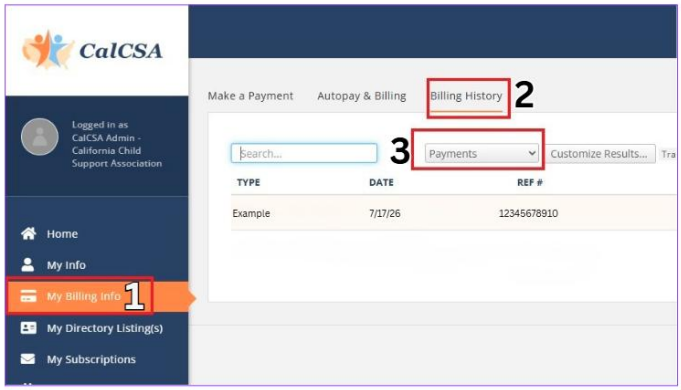
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HOW TO DOWNLOAD THE PAYMENT DOCUMENT INDICATING THE PLATFORM SERVICE FEE

Only Billing Administrators have access to view billing history for the organization.

1. Log in to your CalCSA account
   - Go to California Child Support Association- CalCSA
   - Click on Log in on the top right
2. Click **My Billing Info** in the left-hand navigation, then click **Billing History**
3. Click on the **Show Only…** drop down menu to the right of the search bar and select **"Payments"**



4. Locate the payment in question.
5. In the Actions Line, click the **"Actions"** drop down menu.



6. Click Download Payment

