

VIEWING MONTHLY INVOICE (CHARGES AND PAYMENTS)

1. Team Unify invoices the details of your monthly bill on the 20th of each month and then clears all details with the exception of the balance of your account. Accounts with past due balances must be paid by the 1st of the month. Accounts with balances past 30 days will have a monthly late charge of \$10 per month added to their invoice.
2. You may view your details and account status anytime during the month by doing the following steps
 - Go to SWAT home page at: www.swimswat.org
 - Sign in using your email address and password
 - Under MY ACCOUNT - Click on MY INVOICE/Payment located on left side of home page
 - This screen has rows for each month of this sessions invoicing to date. It has 7 columns – Locate the column with the header ACCT BALANCE (6th column from left side)
 - Go to the current month's row – and see the word **VIEW** highlighted in red. Click on the word view to see the details of this month's charges and payments.

If you have a positive balance in your account it will have a minus (-) next to your balance, otherwise your account has a past due balance. Checks should be made payable to SWAT (if past due is registration fees) or SWAT ESCROW if past due is for Meet Entry Fees. Payments should be mailed to:

Cindy Budnik
W172 S7707 Lannon Drive
Muskego, WI 53150

We encourage you to check your account status after every meet to make sure your account was billed properly. Discrepancies can occur if relay swimmers were changed after the meet entries went in, or if you deck entered an event and paid cash at the meet. The billing system has no way of knowing how entries were paid for and will charge for all entries listed on the results file.