



## Copier Billing

All copiers are charged to a District copier ghost card. If you need a card set up on a copier please contact:

- Wendy Hunter  
Purchasing Buyer  
[wmhunter@aps.k12.co.us](mailto:wmhunter@aps.k12.co.us)  
303-326-1988 x 28260

The invoices are mailed to each site 10 days before the card is charged. This gives the contact person a few days to dispute any charges. If nothing is disputed the ghost card will be charged.

Each month an e-mail is sent to the contact person at your site notifying them of the charge.

If you would like to receive your invoices electronically, please use the following instructions.

- Go to [www.xerox.com](http://www.xerox.com)
- Right side Click on the 3 bars by Menu
- Log in
- On the right click Manage and pay your invoices online
- Fill out the registration form. Password must be at least 8 characters.
- **Unclick promotional e-mail** from Xerox then submit.
- Add the customer number and serial number of your copiers, if your site has more than one, you only need to enter two here and it will ask you to add the rest later. Then submit & confirm.
- Go to Menu click the 3 lines then your Accounts
- Click the box Bill & Payments
- Manage and pay your invoices
- Updated your account profile to add invoices
- If you have any problems with the site, you can also contact:  
E Support @ 1-888-998-9922