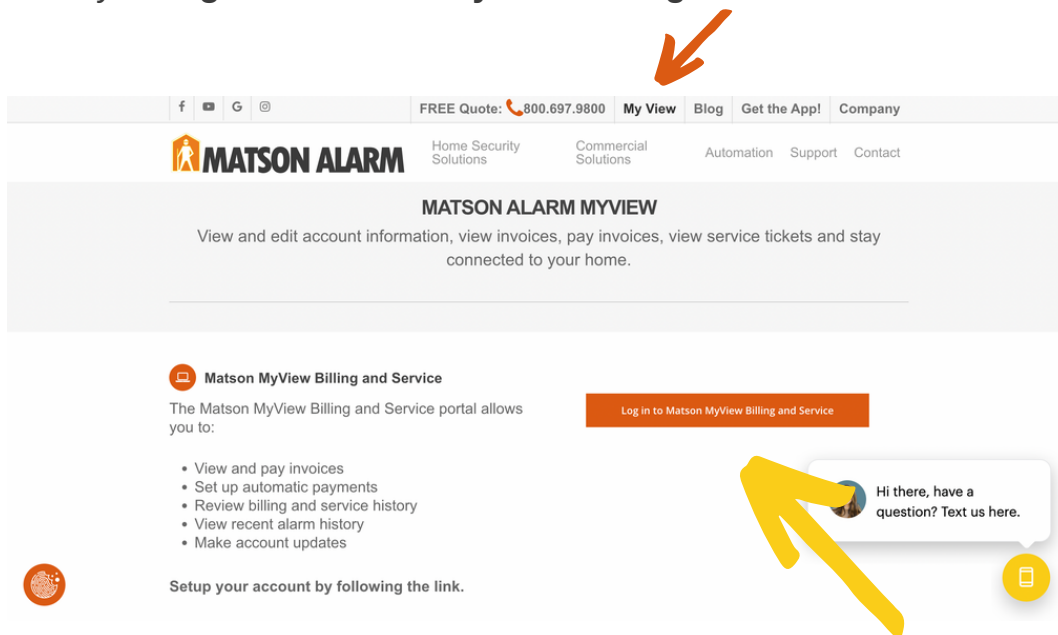
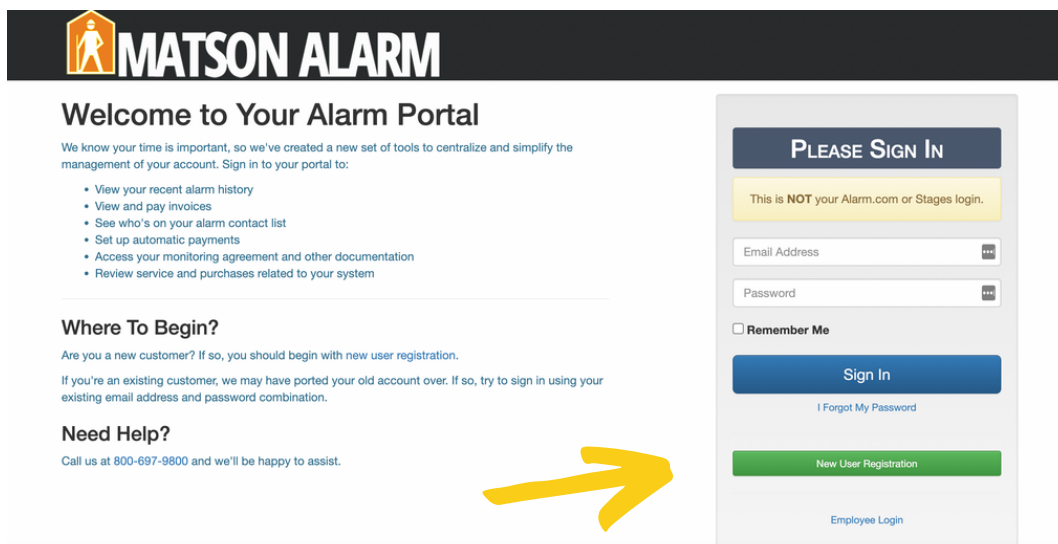


# How To Setup A Matson MyView Billing Account


1. Go to the Matson Alarm website at [matsonalarm.com](http://matsonalarm.com). Then click the "MyView" page on the top right corner. Once you are on the "MyView" page click the orange button that says "Login To Matson MyView Billing and Service."



2. Click the green button that says "New User Registration."



3. Fill out the form and click "**Submit.**"



# MATSON ALARM

## NEW USER REGISTRATION

First Name:  Last Name:  Title (Optional):

Email Address:  Confirm Email Address:


Password:  Confirm Password:

Do the following before proceeding:

- Please provide your first name.
- Please provide your last name.
- Please provide a valid email address.
- Please provide a valid password combination.

[Submit](#)

4. You will then receive an email verifying your registration. Please follow the link and login to your account. Once you have logged in you will receive a notification prompting you to "**Link Customer Account.**" Press the blue button.



LOCATION ALARM HISTORY INVOICES MAKE A PAYMENT PAYMENT INFO ACCOUNT REVIEW

WELCOME KATIE

Two Factor Authentication Now Available  
You can now add two factor authentication to your account. Click here to enable!

**KATIE WELCOME TO YOUR ALARM WEB PORTAL**

**No Linked Customers!**

Katie, thank you for registering for the Alarm Web Portal!  
Your next step is to link your new web portal login with your customer account(s). After you link your customer account(s) you'll be able to make use of all of the features of the portal!

[Link Customer Account](#)

There are no active locations on this account.

LOADING

INVOICES


Net Due	Amount	Date	Invoice #	Site Name	Description	Purchase Order

5. You will then be prompted to link your account. Two options will be given. **Option #1** is a suggested customer. If this is one of your customer numbers you can click associate to associate yourself with this customer. **Option #2 (shown below)** is to enter information from your most recent invoice.

## ADD A CUSTOMER

In order to associate your customer data with your web user you'll need to verify that you have access to the account.

You'll need to provide information regarding the account to verify your access. Please choose which information you'd like to provide below.



### Invoice Information

Enter information available on any invoice.

### Invoice Info

Once you are associated with a customer the customer portal will begin displaying data for this customer.

\*\*\*\*\*If you are trying to associate with a customer that is already being managed by another email then you will receive a notification that an approval was sent to the other email address.

6. **How To Get Emailed Invoices With A PDF Attachment.** Click on the **"Invoices"** tab at the top or scroll down the home screen to the **"Invoices"** section. Click the green button that says **"Go Green/Invoicing Preferences."**

INVOICES							
	Net Due	Amount	Date	Invoice #	Site Name	Description	Purchase Order
<a href="#">view</a>	\$51.50	\$51.50	7/1/2022			Alarm Services	
<a href="#">view</a>	paid	\$51.50	6/1/2022			Alarm Services	
<a href="#">view</a>	paid	\$51.50	5/1/2022			Alarm Services	
<a href="#">view</a>	paid	\$51.50	4/1/2022			Alarm Services	

7. In Invoicing Preferences choose your delivery options. Make sure **"Email"** is checked and **"Attach"** is checked under **"Attach Invoices To Emails."**

Cycle	Job	Service	Misc	Attach Invoice to Emails*
<input type="checkbox"/> Print <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Print <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Print <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Print <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Attach

\* PDF Invoices by default are not attached to emails. This is to properly secure the location and services of your monitored locations in email. Check the Attach box to by email the PDF invoice in the email.

Done

All credit card information is securely managed in compliance with PCI DSS.

VERIFIED & SECURED

6. **How To Connect A Secondary Account.** In the far right menu under your name click **"Add New Customer."** Follow **Step 5** from above. This can be done multiple times until all of your accounts are linked.

MATSON ALARM LOCATION ALARM HISTORY INVOICES MAKE A PAYMENT PAYMENT INFO ACCOUNT REVIEW WELCOME KATIE

KATIE WELCOME TO YOUR ALARM PORTAL

LOG OUT SETTINGS PROFILE CHANGE PASSWORD ADD NEW CUSTOMER USER MANAGEMENT

Balance Due: \$51.50 (monthly \$51.50)  
Last Payment: \$51.50 (received 6/1/2022)

Support

7. **How To Change Active Customer.** When you login to your account you will be viewing a specific customer account and it's associated data. If you are associated with multiple customer accounts you can change the active customer you are viewing by clicking the green **"Change"** button and selecting the new customer that you would like to view. The system will then load the new customer data. The "Change" button will be on the home screen where a white arrow is indicated.

If you need technical support please call us at (800) 697-9800 and choose option 4 or email us at [service@matsonalarm.com](mailto:service@matsonalarm.com).