## Create a bill in the admin panel



- Login to admin panel if you have OT Key
- Create a bill
  - Recommended top-up amount



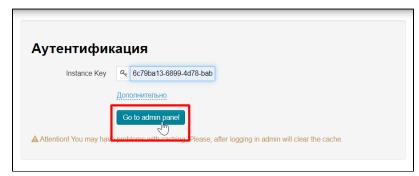
## Login to admin panel if you have OT Key

Follow the link https://open-demo.otcommerce.com/ik.php

Insert the Key that you received upon purchase into the form



Click "Go to admin panel" button



Enter Login and Password

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Password 🔒 ·····				Aum
Log in				
g			1 dosword	
		Log in		

Click "Log in" button

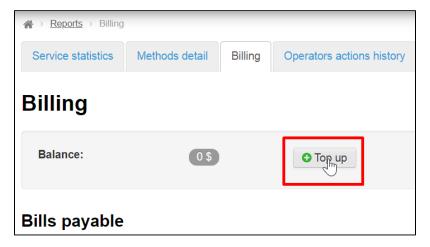


## Create a bill

Enter "Reports Billing" section



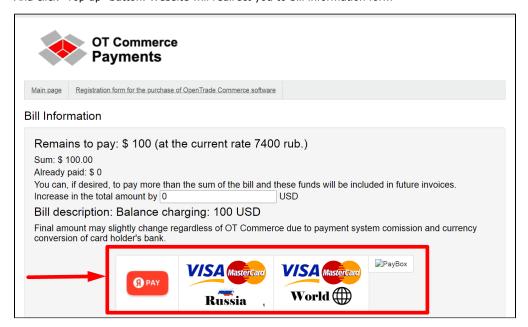
Click "Top up" button



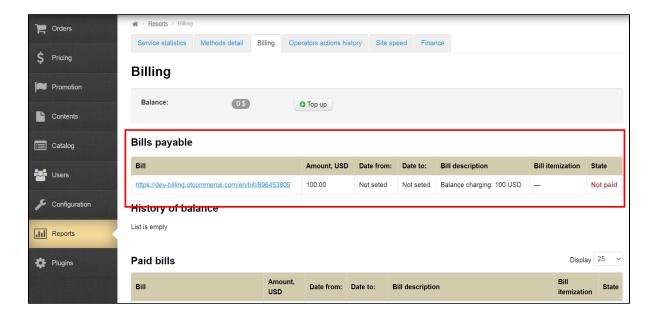
Write the sum that you want to add to your account



And click "Top up" button. Website will redirect you to bill information form



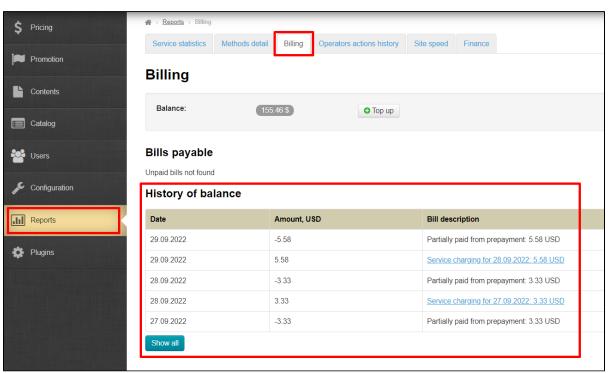
Created but unpaid invoice will be available in the admin panel in "Reports Billing" section



## Recommended top-up amount

The minimum rate per day is 3.33\$ (as of September 2022). You can find out current tariff from your Manager in Skype chat. Multiply the tariff by the number of days (for example, 10 or 30) and get the approximate amount to top up.

We recommend paying attention to expenses details by day:



In the example, the biggest amount is 5.58\$. Multiply it by the number of days (for example, 10 or 30) and get the approximate amount to top up.