

Zoom Conference Calls Reimbursement Instructions

Instructions:

Run the Active Host Report for your billing cycle

Save report as a pdf file to attach in eVoucher

Identify each CJA case on the report by defendant full name and case number (make sure you cross reference the case you billed CJA on each case when submitting CJA 20)

Prorate the monthly fees if you have private clients and only bill for your CJA clients

In the description line for (A) Interviews and Conferences you must write "Zoom teleconference with client"

Submit invoice and payment for reimbursement to **one** of the CJA cases that you will submit for that month

NOTES:

- IF YOU DID NOT SPEAK TO ANY CLIENTS DURING YOUR BILLING CYCLE WITH ZOOM YOU CANNOT REQUEST REIMBURSEMENT FOR THAT MONTH.
- IF YOU DO NOT HAVE A CJA 20 VOUCHER TO SUBMIT FOR THE BILLING CYCLE **DO NOT** SUBMIT A MONTHLY INTERIM PAYMENT FOR REIMBURSEMENT, YOU WILL HAVE TO BILL THE MONTHLY INVOICES TO ONE CASE WHEN THAT CJA 20 IS READY FOR SUBMISSION

Zoom Report

Accessing reports for your account

1. Sign in to the Zoom web portal.
2. Select **Reports**, if you are a member on the account. If you are an account Admin/Owner or have access to the Usage Report role, you will need to select **Account Management > Reports**.
3. Click the type of report that you would like to pull. You can also click the **User Activity Reports** tab to view additional types of reports.

Types of reports for admins

Usage Reports tab

Daily: Shows the account-wide usage for each day in a given month. It lists the new users, meetings, participants, and meeting minutes. This report encompasses every meeting hosted by a user under the account.

Active Hosts: Shows a list of active meetings and users during a specific time range, up to one month. Active meeting means the meeting was started during the specified time range. Active user means the user has participated in at least one meeting during the specified time range.

Add plans to your account on a monthly basis, just cancel it before the month renews if you know you won't be needing it.

This is how you can add it and you go to the same place to cancel them.

1. Click zoom.us/billing
2. Scroll to available add-ons
3. Select add-on
4. Click continue, update now and confirm
5. After adding it please check your profile, it should say LICENSED and Room connector if it does not have please follow the instructions in this link to assign it.

<https://support.zoom.us/hc/en-us/articles/115004976063-Assigning-a-License>

Here is a tutorial for webinar

https://livetraining.zoom.us/recording/play/Ze4-tKpSEPHdKQi5OcQI_R0VO_V3FDsiQ3RnyaLW23iLRRjUNxMLD2gTa6iLV3xd?continueMode=true

and tutorials for meetings

<https://blog.zoom.us/quick-info-how-to-zoom-new-videos/>

Support Page

<https://support.zoom.us/>