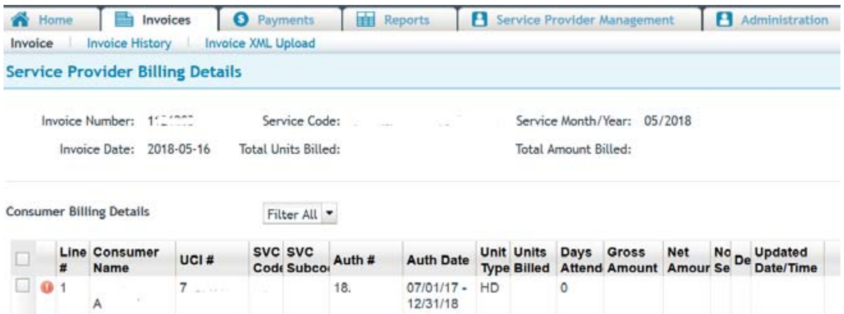
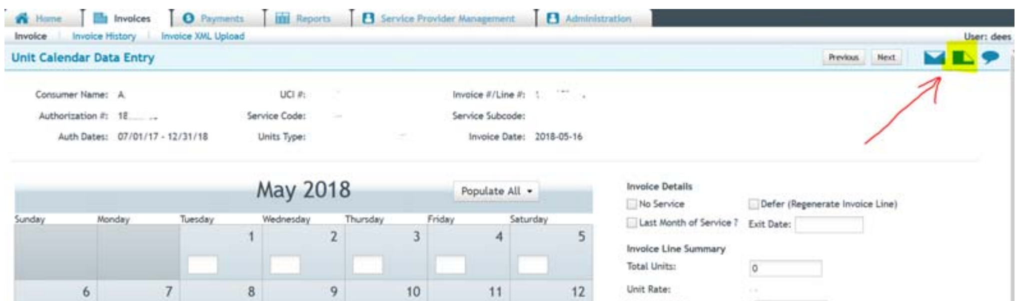
# HOW TO UPLOAD RECEIPTS/INVOICES

If you need to submit proof of payments or invoices please use the following steps

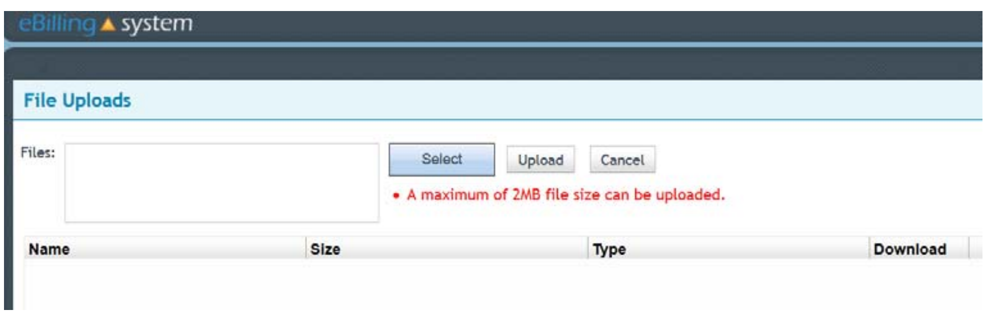
1) Scan/upload you invoice/receipt into a PDF
2) Go to eBilling and select the client line that needs the documentation



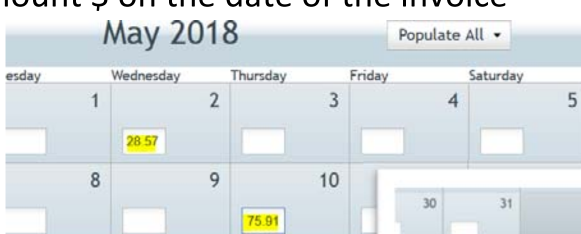

3) Once in the clients calendar, locate the folded envelope on the top right corner




4) Select your PDF and upload the document




5) Enter the amount $ on the date of the invoice





6) Update the calendar
7) Repeat with each client
8) Submit the invoice once complete