

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

Line #	Consumer Name	UCI #	SVC Code	SVC Subcode	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No. De	Updated Date/Time
1	A	7			18	07/01/17 - 12/31/18	HD	0					

- 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