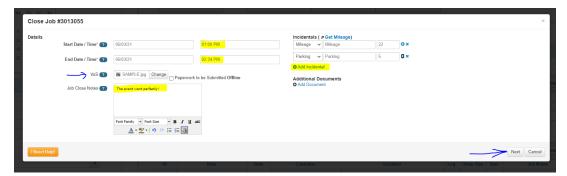
Submitting your Invoice with Dynamic Language

Thank you for providing such excellent services to our clients. Now it is time to submit your invoice for payment.

From your dashboard, close the associated job by clicking on the arrow to the left of the job and selecting "Close" from the drop-down menu.



- 1. Adjust your Start and End Times.
- 2. Use the Browse Function Bar to select the file for the associated invoice.
- 3. Add any Job notes you feel are necessary.
- 4. If you have Incidentals to claim, click "Add Incidental", select the type from the drop-down and enter the amount. You can add more incidentals by repeating this step.
- 5. Click the Next button in the bottom right of the pop-up.



- 6. Verify this information is correct.
- 7. Enter your initials in the box and click the "Agree" Button.
- 8. Click the blue "Confirm & Close Job" Button



Your invoice is now submitted for this job. Be sure to complete this process for each date of the engagement. Please feel free to reach out if you have any concerns.