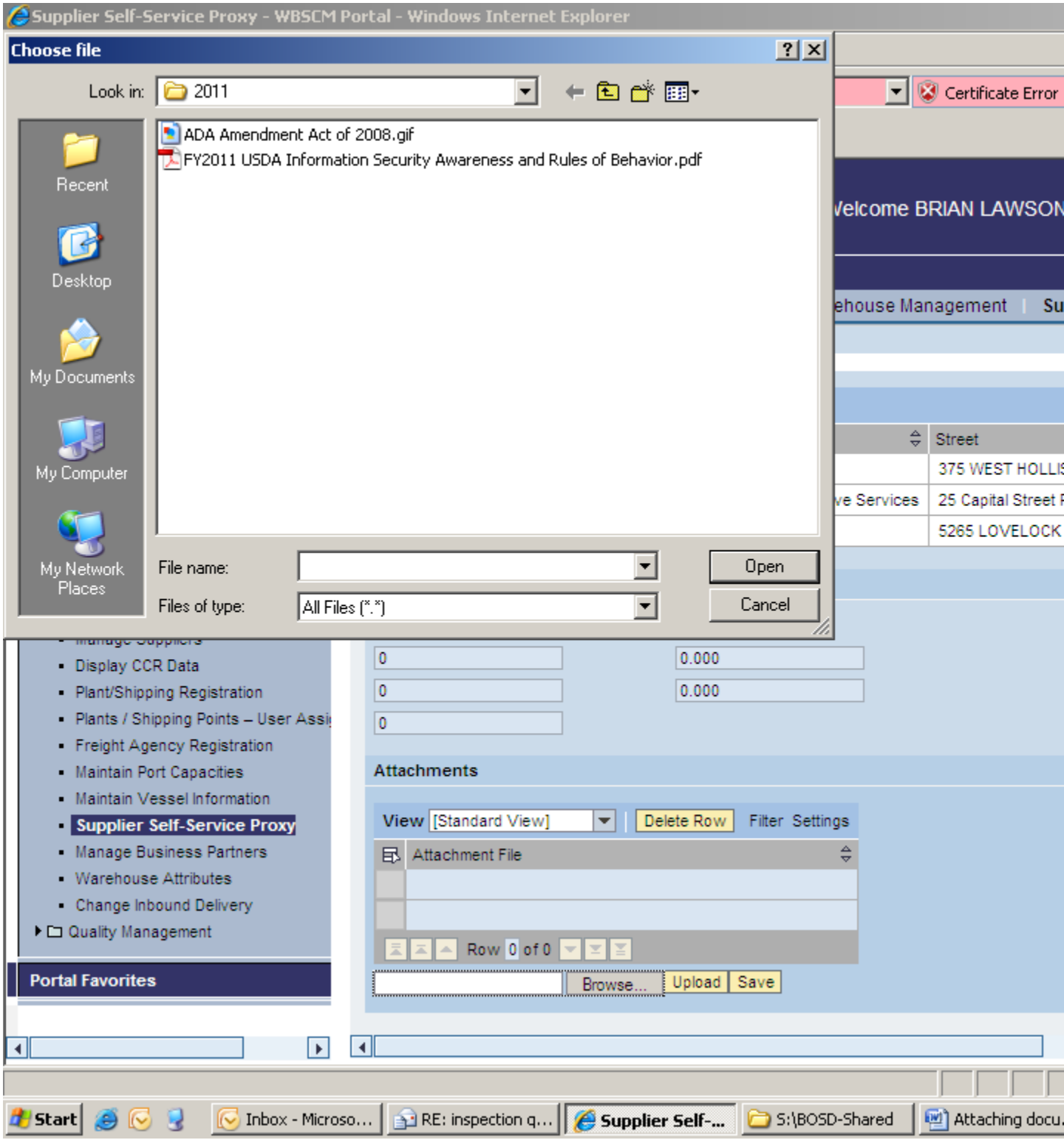
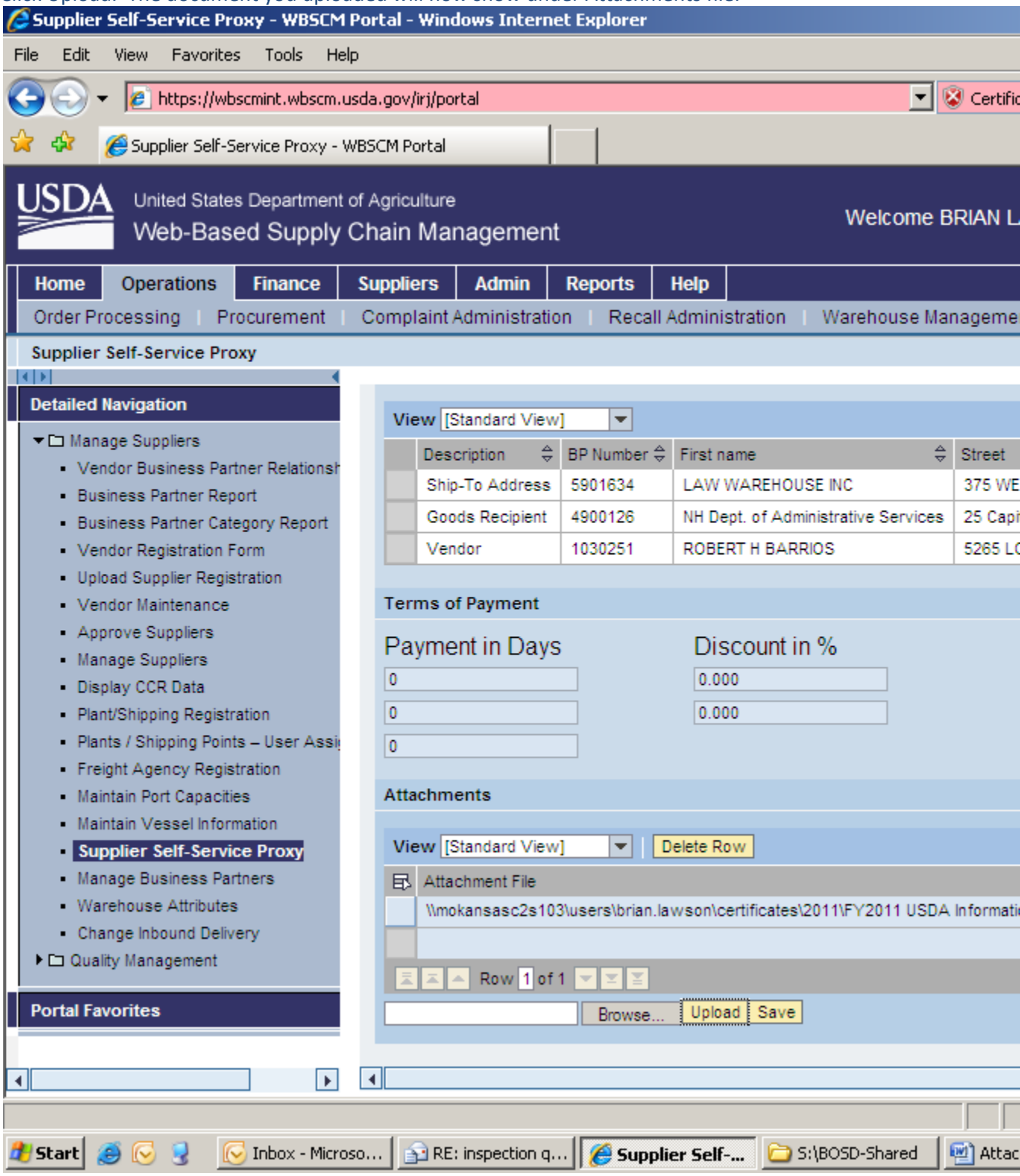
Directions to Attach Document to Invoice

1) Click Browse (See Screen Shot below) and then double click on document you want to attach or click on open button



2) Click Upload. The document you uploaded will now show under Attachments file.



3) Click on Save. After I clicked on Save, I did not see a confirmation message.

4) Continue to submit your invoice.