|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.	
3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.	
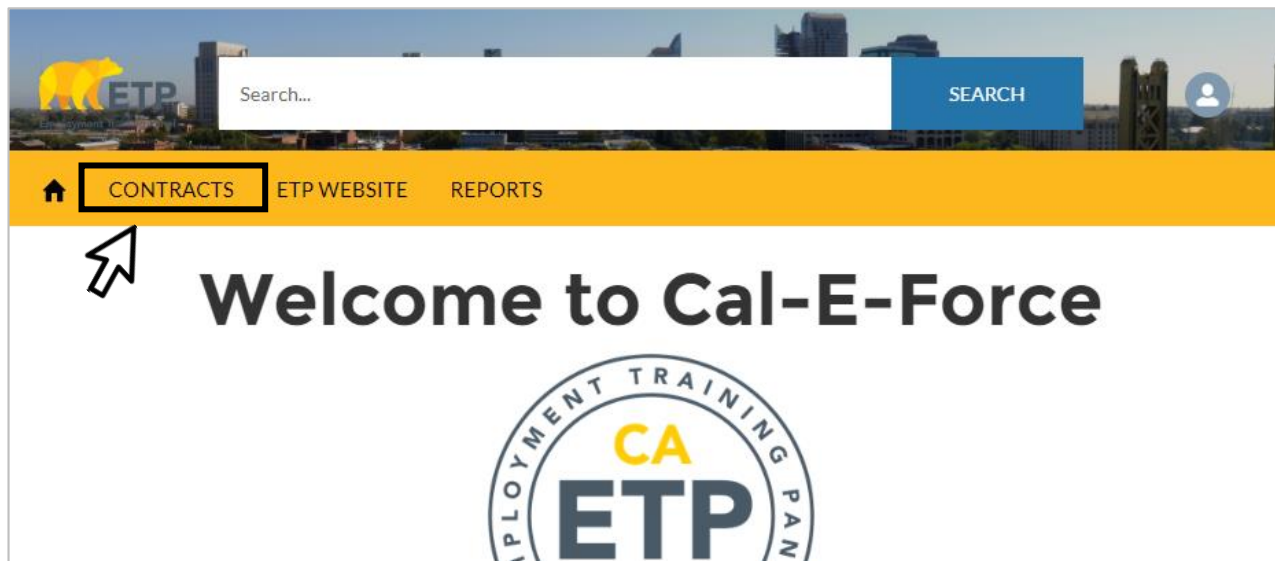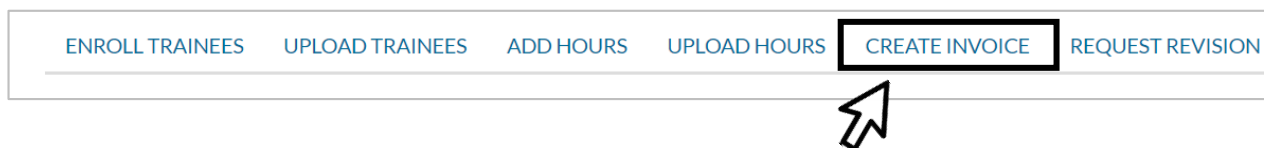
4. Choose **Progress** from the invoice types and click **Next**.	Choose Invoice Type ◉ Progress ○ Final ○ Close - Out Cancel Upload Payments Next

5. Check the checkbox(es) for the trainee(s) you would like to invoice a progress payment for.	

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	☑ P1	☐ P2	DROP
Luann	de Lesseps	7898	9	2	✔	☐	☐
Bethenny	Frankel	7897	9	2	✔	✔	☐

6. Click the **Next** button at the bottom of the page.	Save Next

7. The system will provide you with a summary of the progress payments that have been submitted and any errors messages.	**Vanderpump Dogs - 1** **Invoice Date** 2019-06-13 **Total Amount Requested** $313.50 **Contract Number** 19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	2	$330.00
P2	2	1	($16.50)

8. Click the **Submit** button to complete your upload.	Previous Back to Contract Discard Invoice Submit

9. You will now be taken to the Invoice Details page for the invoice you successfully submitted.	**Invoice** 1 Status Back To Contract Requested 19KO-12345