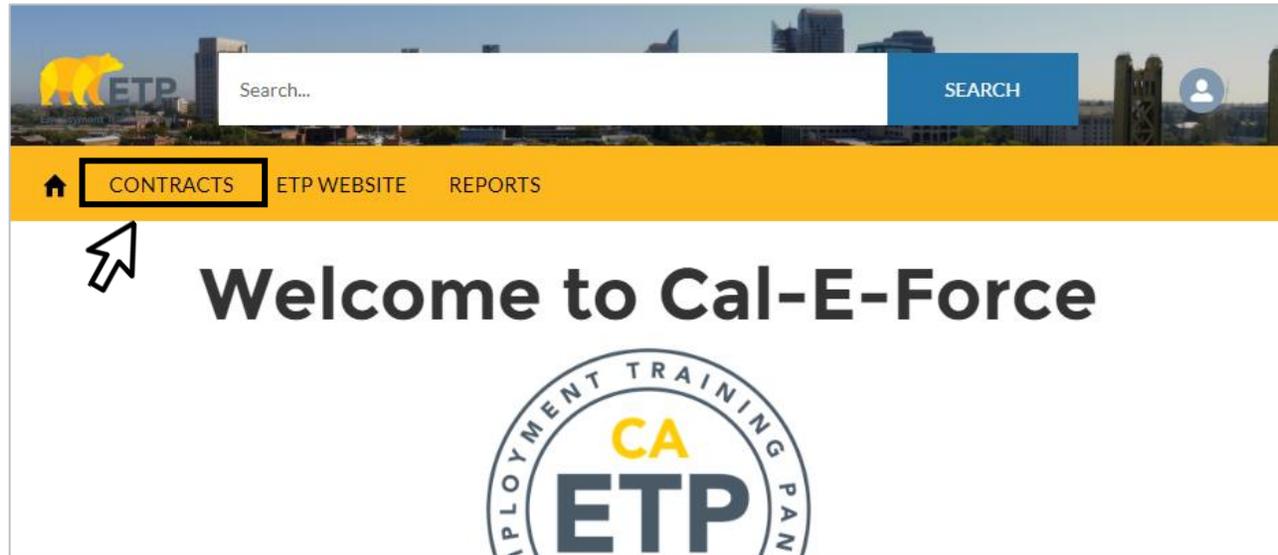
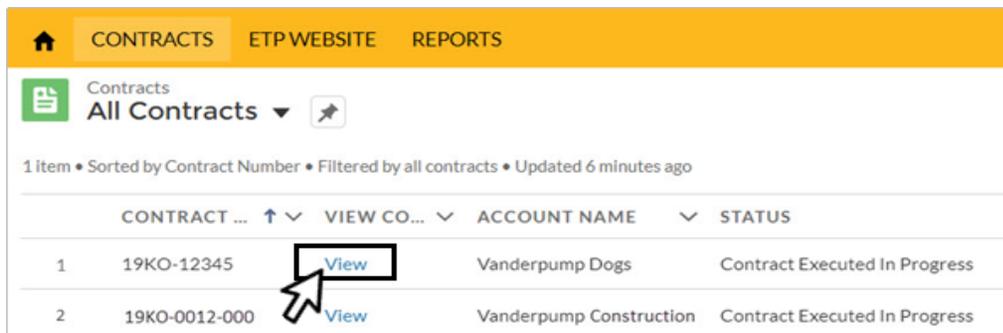


ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL PROGRESS PAYMENTS

1. At the top of the landing page, select the **Contracts** button on the button bar.

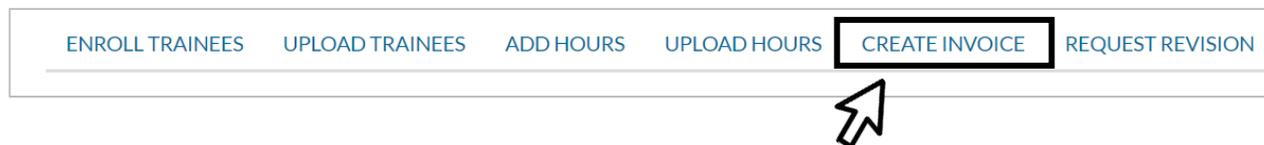


2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.



	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	View	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	View	Vanderpump Construction	Contract Executed In Progress

3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL PROGRESS PAYMENTS

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	<input checked="" type="checkbox"/> P1	<input type="checkbox"/> P2	DROP
Luann	de Lesseps	7898	9	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bethenny	Frankel	7897	9	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. To select all trainees available for payment on the current page, click the checkbox next to P1 or P2 in the header column.

JOB NUMBER	<input checked="" type="checkbox"/> P1	<input type="checkbox"/> P2	DROP
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ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL PROGRESS PAYMENTS

7. Navigate to the end of the page. If you have multiple pages of eligible trainees click the **Next** button to move to the next page of eligible trainees.

Note: Selections made on previous pages will remain selected



8. When complete selecting trainee(s), click the blue **Next** button at the bottom of the page.



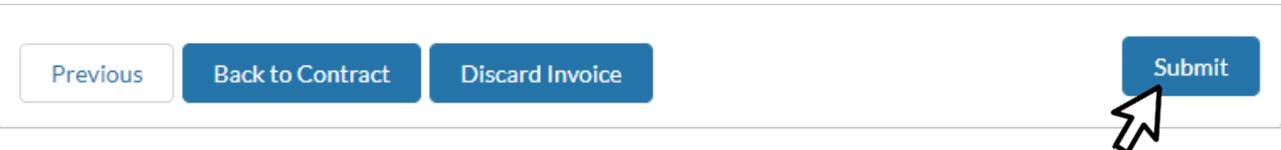
9. The system will provide you with a summary of the progress payments that have been submitted and any errors messages.

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)

ETP CAL-E-FORCE REFERENCE GUIDE – MANUAL PROGRESS PAYMENTS

<p>10. Click the Submit button to complete your upload.</p>	 <p>A horizontal navigation bar containing four buttons: 'Previous' (light blue), 'Back to Contract' (dark blue), 'Discard Invoice' (dark blue), and 'Submit' (dark blue). A mouse cursor is pointing at the 'Submit' button.</p>				
<p>11. You will now be taken to the Invoice Details page for the invoice you successfully submitted.</p>	 <p>An invoice details card with a gear icon and the text 'Invoice 1'. Below it, the status is 'Requested' and there is a 'Back To Contract' link with the ID '19KO-12345'.</p> <table border="1"><tr><td>Status</td><td>Back To Contract</td></tr><tr><td>Requested</td><td>19KO-12345</td></tr></table>	Status	Back To Contract	Requested	19KO-12345
Status	Back To Contract				
Requested	19KO-12345				