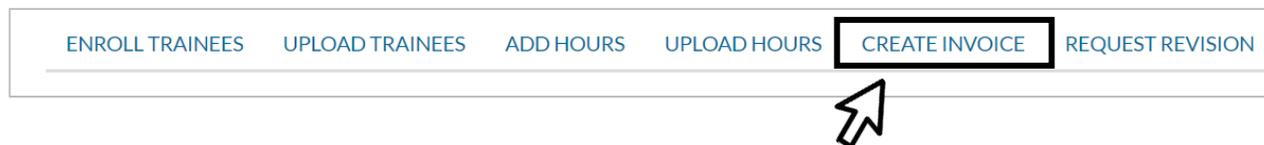|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.	
3. Select the **Create Invoice** button on the button bar at the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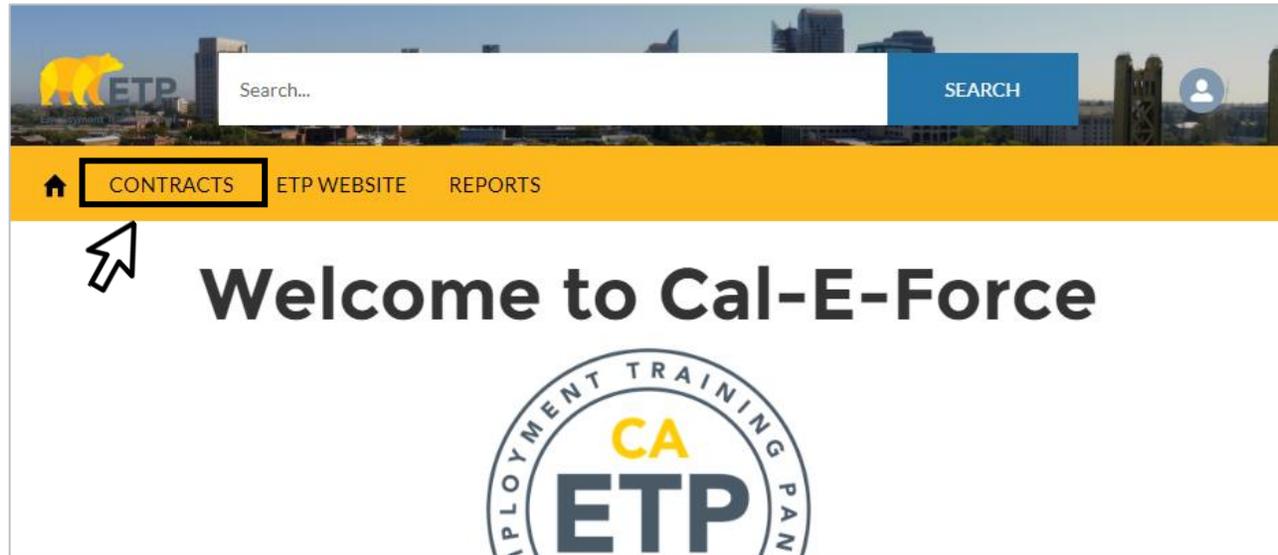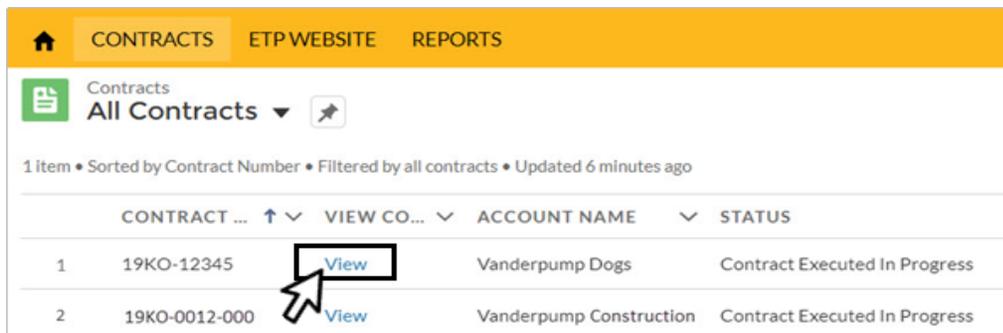
4. Choose **Progress** from the invoice types and click **Next**.

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. 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	✓ P1	☐ P2	DROP

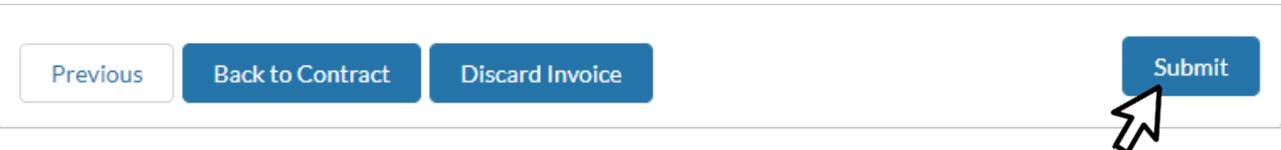|	
7. Navigate to the end of the page. If you have multiple pages of eligible trainees click the **Next** button to move to the next page of eligible trainees. *Note: Selections made on previous pages will remain selected*	First Previous Page 1 of 35 Next Last
8. When complete selecting trainee(s), click the blue **Next** button at the bottom of the page.	Save Next
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)

10. Click the **Submit** button to complete your upload.	Previous Back to Contract Discard Invoice Submit
11. 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