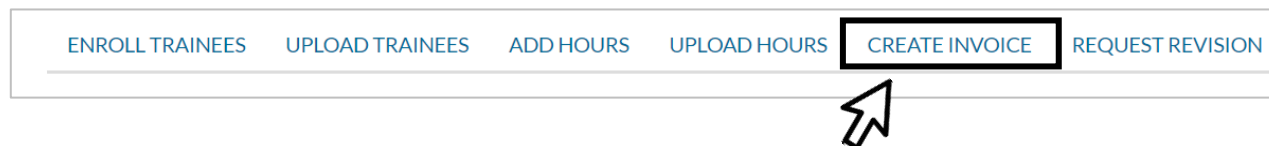|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the contract you would like to manually upload a progress payment for. The system will take you to your Contract Details page.	
3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.	
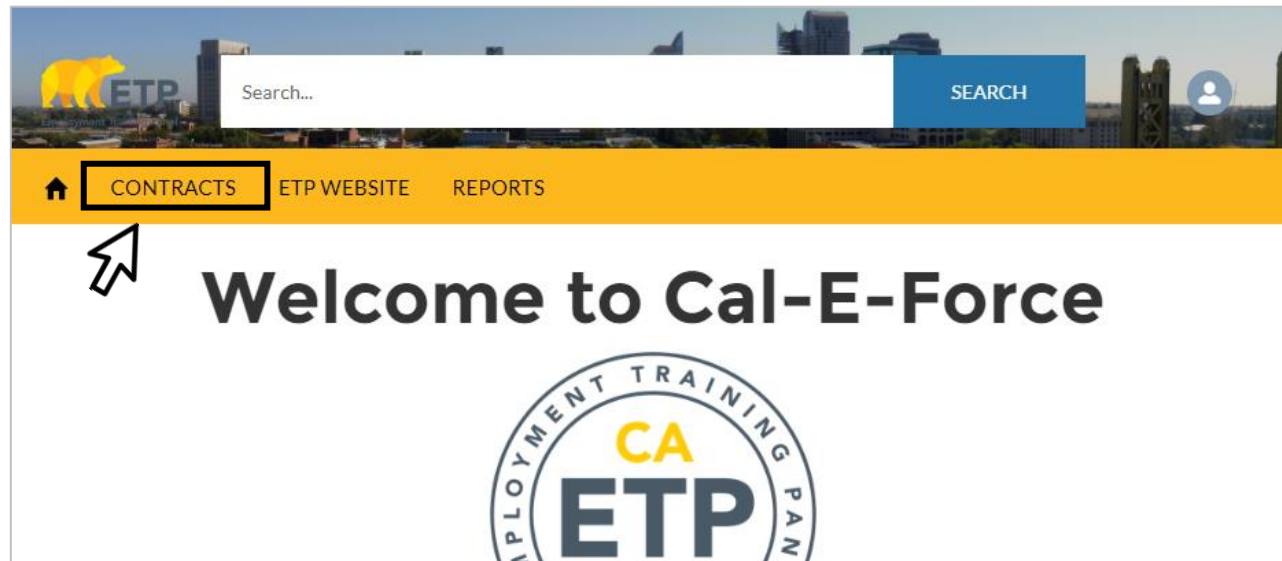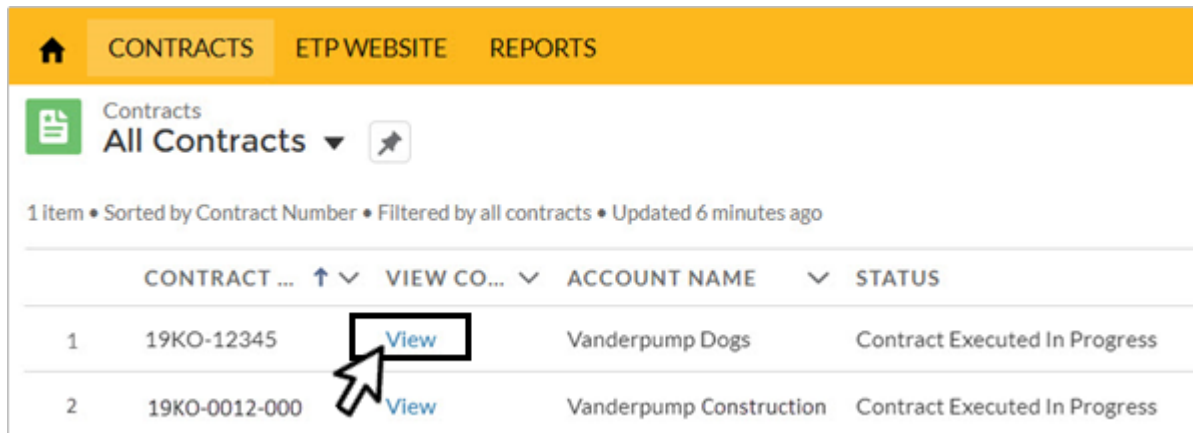
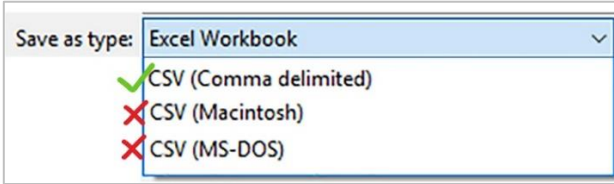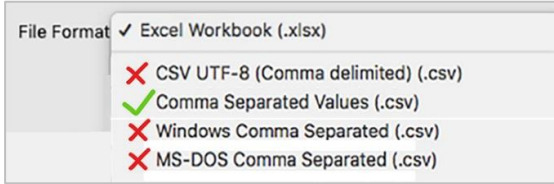|	
4. Choose **Progress** from the invoice types and click **Upload Payments**.	Choose Invoice Type ○ Progress ○ Final ○ Close - Out Cancel Upload Payments Next
5. If you do not have a CSV containing your invoice in the standard format, select **Click Here** next to Template 1 to download the template.	Please Upload your CSV file here: Choose File No file chosen Upload Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments) Template 1: Click Here to download the template if you are uploading Payments for "Progress Payments" Template 2: ...ck Here to download the template if you are uploading Payments for "Final-Closeout Payments"
6. In the "Type" column of the template, enter P1 for a Progress Payment 1 or P2 for a Progress Payment 2 *P1 and P2 payments can be submitted on the same upload; however, they need to be on separate rows with the corresponding payment type*	<table><tr><th>Type of Payment</th><th>Type Code</th></tr><tr><td>Progress Payment 1</td><td>P1</td></tr><tr><td>Progress Payment 2</td><td>P2</td></tr></table>

7.	If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**	**PC USERS:** **MAC USERS:** Save as type: Excel Workbook ✓ CSV (Comma delimited) ✗ CSV (Macintosh) ✗ CSV (MS-DOS) File Format ✓ Excel Workbook (.xlsx) ✗ CSV UTF-8 (Comma delimited) (.csv) ✓ Comma Separated Values (.csv) ✗ Windows Comma Separated (.csv) ✗ MS-DOS Comma Separated (.csv)
8.	When your CSV is prepared and the file is closed, click the **Choose File** button and select your CSV.	Please Upload your CSV file here: Choose File No file chosen Upload Note: Please use the standard templates to upload Payment data (Progress Payments and Final-Closeout Payments) Template 1: Click Here to download the template if you are uploading Payments for "Progress Payments"
9.	Click the **Upload** button.	Please Upload your CSV file here: Choose File No file chosen Upload
10.	The system will then provide you with a summary of what has been uploaded and any errors messages.	<table><tr><th>TRAINEE EMPLOYEE ID</th><th>TYPE</th></tr><tr><td>7903-Lala Kent</td><td>P1</td></tr><tr><td>7904-Jax Taylor</td><td>P1</td></tr><tr><td>7907-Tom Schwartz</td><td>P1</td></tr></table>
11.	Click the **Upload payments** button to complete your upload.	When you are satisfied with the records above, click the Upload Payments button to upload the payment records. Upload Payments Back to Invoice

12. You will be taken to a confirmation message. *Do NOT navigate away until you receive a payment status email (from Cal-E-Force)*. Once you receive an email, proceed by clicking the **Go To Create Invoice** button.

Your upload is processing. *Please do NOT close this tab or click away until you receive a payment status email.* Once the upload is done and you receive your status email, please proceed by clicking the "Go To Create Invoice" button

Back to Invoice

Go To Create Invoice

Go Back

Discard Invoice

13. Cal-E-Force will display a summary of the invoice you have created. To submit the invoice, click the **Submit** button.

   *To discard the invoice, click **Discard Invoice**.*

   *To save a draft of your invoice and return to the Contract Detail Page, click **Back to Contract**.*

Vanderpump Dogs

Invoice Date
2019-06-19

Total Amount Requested
$730.13

Contract Number
19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	4	$660.00
P2	2	1	$70.13

Invoice Notes

Previous | Back to Contract | Discard Invoice | Submit