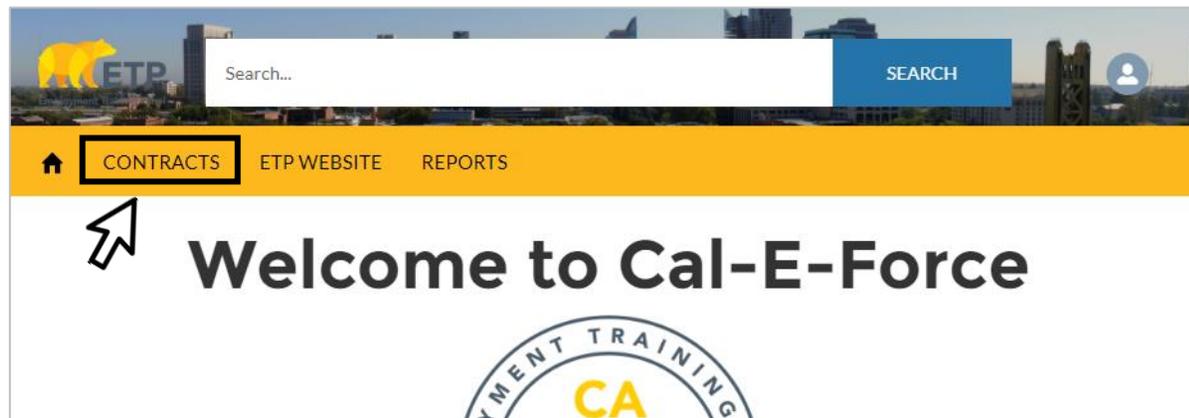


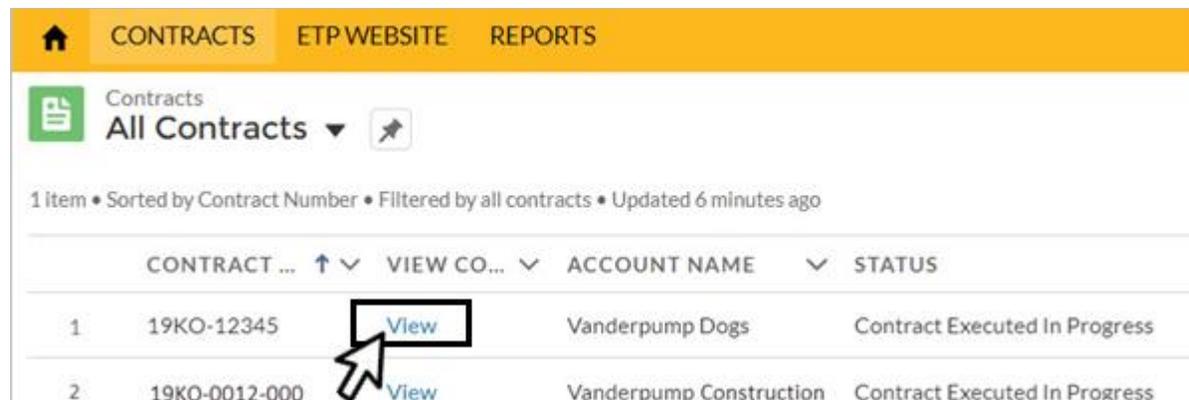
ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENTS

To submit a close-out payment: All enrolled trainees with 8 or more hours must be approved for both a first and second progress payment. If the contract contains trainees with 8 or less hours, you must either (1) drop the trainees ([Mass Drop Trainees](#)) or (2) submit all progress payments and wait for approval ([Manual Progress Payments](#) / [Upload Progress Payments](#)). Trainees with 8 or less hours will be automatically dropped upon submittal of the close-out invoice.

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



2. Click on the 'View' link for the contract you would like to upload a close-out invoice 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.



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4. Choose **Closeout** from the invoice types and click **Upload Payments**.

**Close-Out is the contract's last final payment.*

Close-Out will automatically drop all trainees with 8 hours or less.

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 2 to download the template.

If you have a file prepared, skip to step 8

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 2 [Click Here](#) to download the template if you are uploading Payments for "Final Payments"

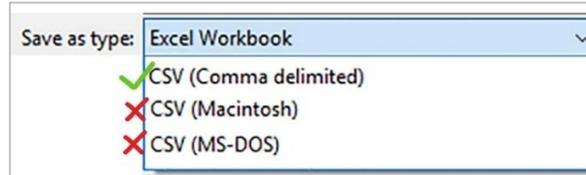
6. Use the following formatting for the fields to create your CSV file.

| | | |
|--------------------|--------------------------|----------------------|
| Type | Training Completion Date | Retention Start Date |
| Final | mm/dd/yyyy | mm/dd/yyyy |
| Retention End Date | Wage After Retention | Health Benefits |
| mm/dd/yyyy | 0.00 | 0.00 |
| | *cannot use \$ | *cannot use \$ |

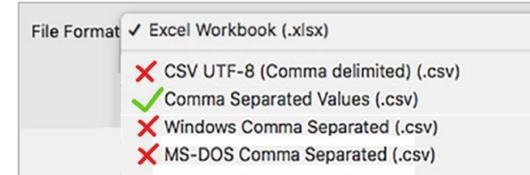
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7. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

PC USERS:



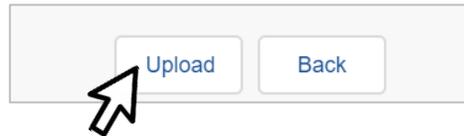
MAC USERS:



8. When your CSV is prepared, click the **Choose File** button, and select your CSV.



9. Click the Upload button.

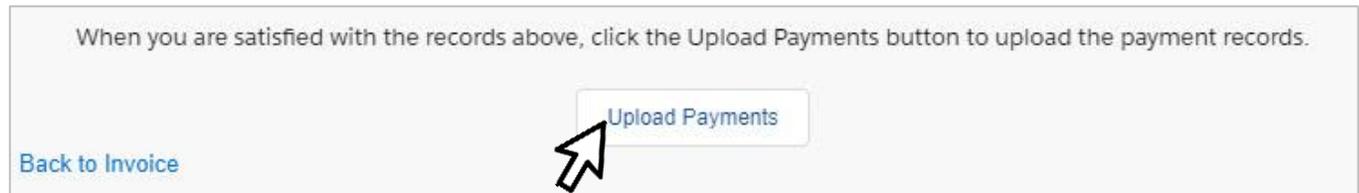


10. The system will then provide you with a summary of what has been uploaded and any errors messages.

| TRAINEE EMPLOYEE ID | TYPE | TRAINING COMPLETION DATE | RETENTION START DATE | RETENTION END DATE | WAGE AFTER RETENTION | HEALTH BENEFITS |
|-----------------------|-------|--------------------------|----------------------|--------------------|----------------------|-----------------|
| 7901-Stassi Schroeder | Final | 4/3/2019 | 4/4/2019 | 7/3/2019 | \$15.85 | \$0.00 |
| 7903-Lala Kent | Final | 4/3/2019 | 4/4/2019 | 7/3/2019 | \$12.50 | \$1.75 |
| 7904-Jax Taylor | Final | 4/3/2019 | 4/4/2019 | 7/3/2019 | \$14.95 | \$0.00 |

**If you receive an error message and would like to submit a special review request for a trainee, you must submit a manual invoice. See [ETP Cal-E-Force Reference Guide – Manual Close-Out Payment](#).*

11. Click the **Upload payments** button to complete your upload.



ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENTS

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: \$347.88

Contract Number: 19KO-12345

| PAYMENT TYPE | JOB NUMBER | NUMBER OF TRAINEES | TOTAL |
|--------------|------------|--------------------|----------|
| Final | 2 | 3 | \$347.88 |

Invoice Notes

[Previous](#) [Back to Contract](#) [Discard Invoice](#) [Submit](#)