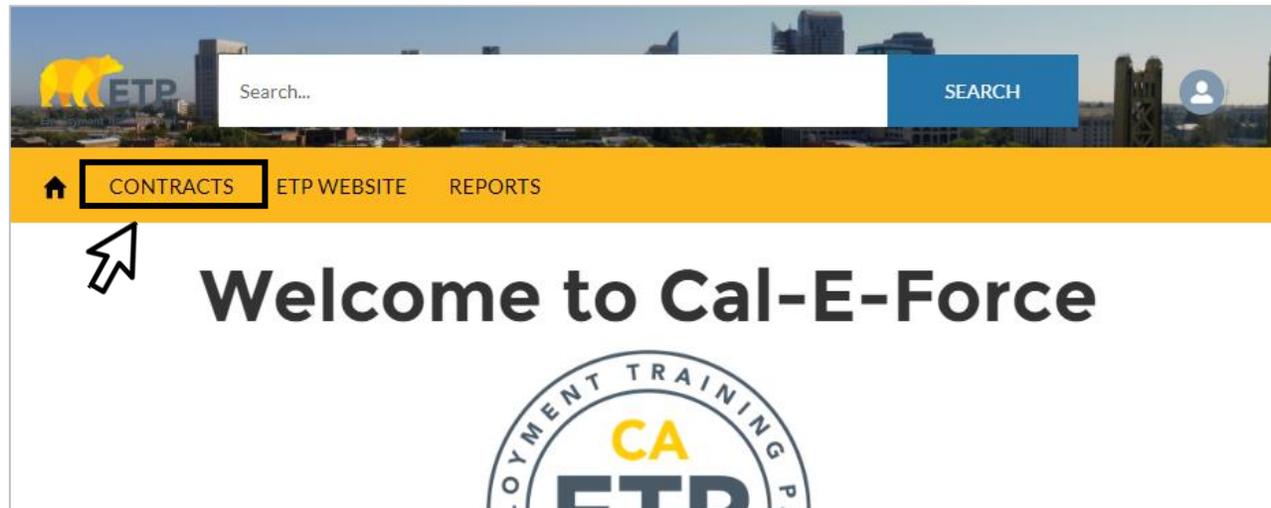


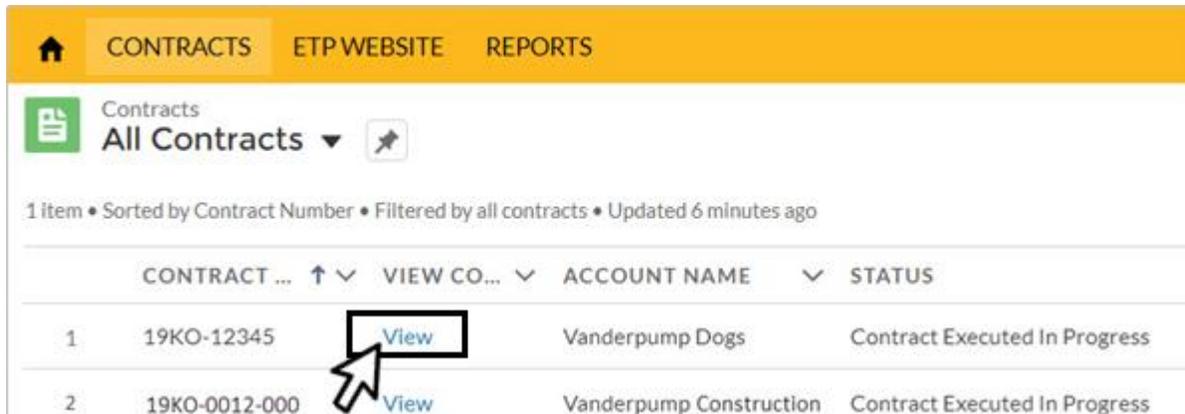
ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD FINAL PAYMENTS

To submit a final payment: The contract must contain trainees who have been approved for both a first and second progress payment

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 upload a final 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 **Final** 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.

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 when creating your CSV.

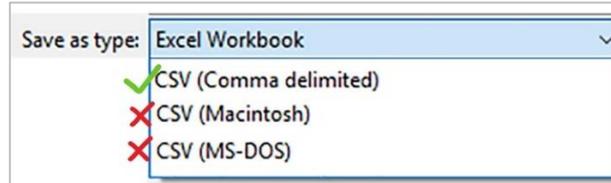
Note: Both Final and Close-Out payments should use the Type 'Final'

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 \$	

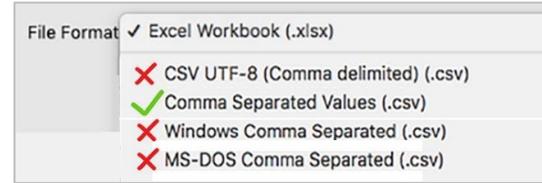
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7. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

PC USERS:



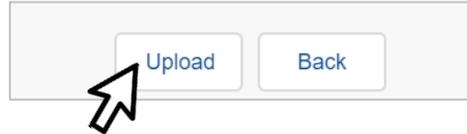
MAC USERS:



8. When your CSV is prepared and the file is closed, 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 – Final Payment](#).*

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



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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](#)