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 less than 8 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). Trainee(s) with valid hours less than 8 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 manually submit a close-out invoice. The system will take you to your Contract Details page.	
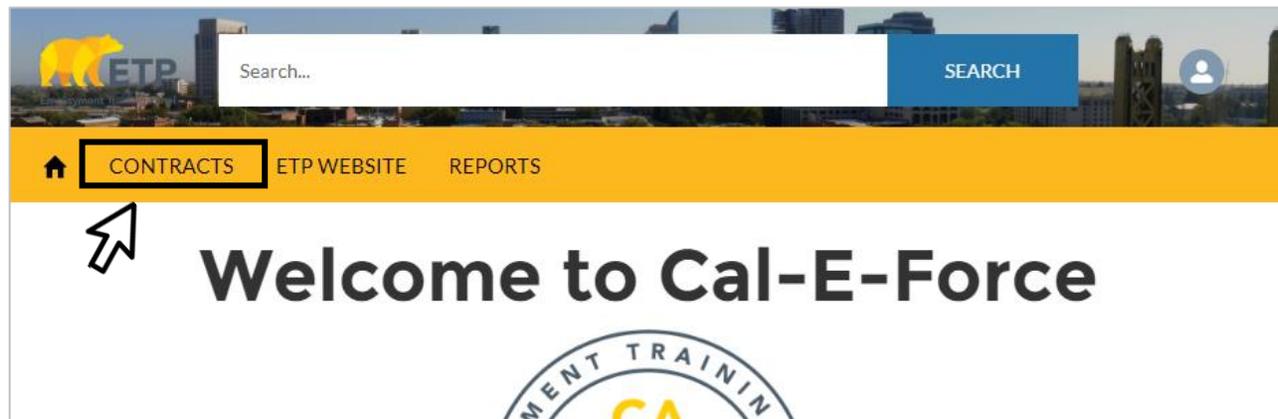
3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.

ENROLL TRAINEES   UPLOAD TRAINEES   ADD HOURS   UPLOAD HOURS   CREATE INVOICE   REQUEST REVISION
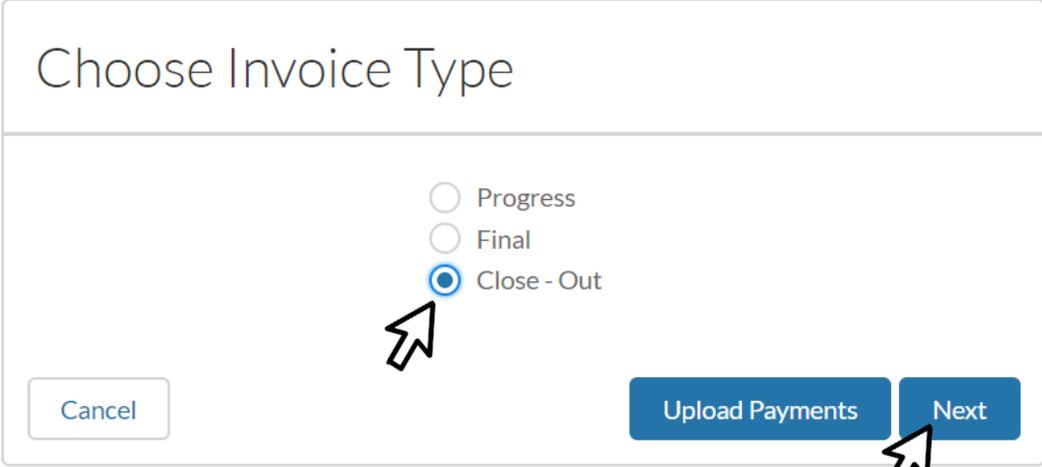
4. Choose **Closeout** from the invoice types and click **Next**.

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

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

Choose Invoice Type

○ Progress
○ Final
● Close - Out

Cancel   Upload Payments   Next

5. Check the checkbox(es) for **all** trainee(s). Ensure correct workplace is selected (if MEC Contract only), all dates, and wage data have been entered.

   The wage that should be entered is the employee's wage with their company after retention.

   If the ⚠ icon appears, see the Special Review Request section at the end of this document

Close-Out Invoice

> **Workplace** field will only appear for MEC Contracts

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	P4	WORKPLACE	TRAINING ⓘ COMPLETION DATE	RETENTION START DATE	RETENTION END DATE	WAGE AFTER RETENTION	HEALTH BENEFITS	
TestFirst2...	TestLast205	TE205	8	1	✔	2. TestE ↕	Jul 10, 20 📅	Jul 11, 20 📅	Oct 8, 20: 📅	$26.00	$0.0(	
TestFirst2...	TestLast206	TE206	24	1	☐	1. TEST ↕	Jul 10, 20 📅	Jul 11, 20 📅	Oct 8, 20: 📅	$26.00	$1.0(	

Search

6. To select all trainees available for payment on the current page, click the checkbox next to P4 in the header column.

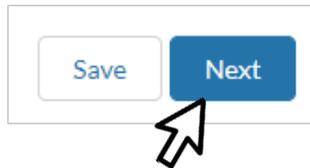
JOB NUM...	✔ P4	TRAINING ⓘ COMPLETION DATE

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

   *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.

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Invoice Date
2019-06-17

Total Amount Requested
$119.63

Contract Number
19KO-12345

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
Final	2	1	$119.63

10. Click the **Submit** button to complete your upload.

| Previous | Back to Contract | Discard Invoice | | Submit |
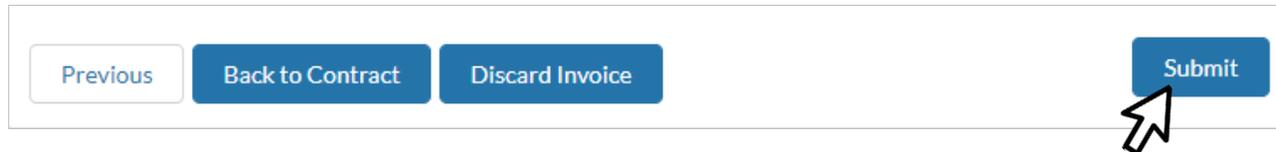
11. You will now be taken to the **Invoice Details** page for the invoice you successfully submitted.

Invoice
1

Status
Requested

Back To Contract
19KO-12345

SPECIAL REVIEW REQUEST	
1. If the ⚠ **icon** appears to the right of a trainee, the trainee does not fall within the set guidelines for a close-out invoice.	
2. Scroll over the ⚠ icon to view help text with the reason for the special review.	
3. To remove the trainee from the invoice, uncheck the checkbox next to their name.	

4. If you would like to submit the trainee for special review, click on the ✎ **icon**, fill out the **Special Review Notes** indicating why the trainee should be approved for the invoice, and click the **Save** button.