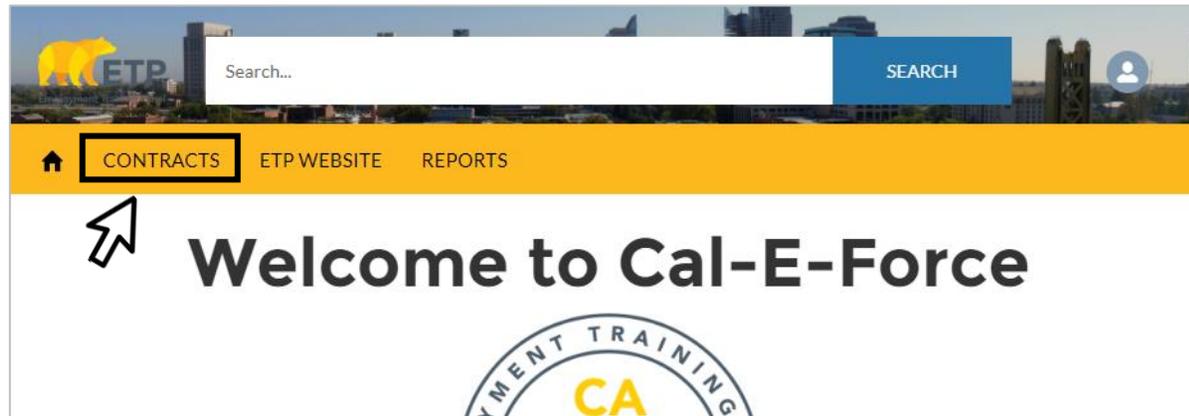


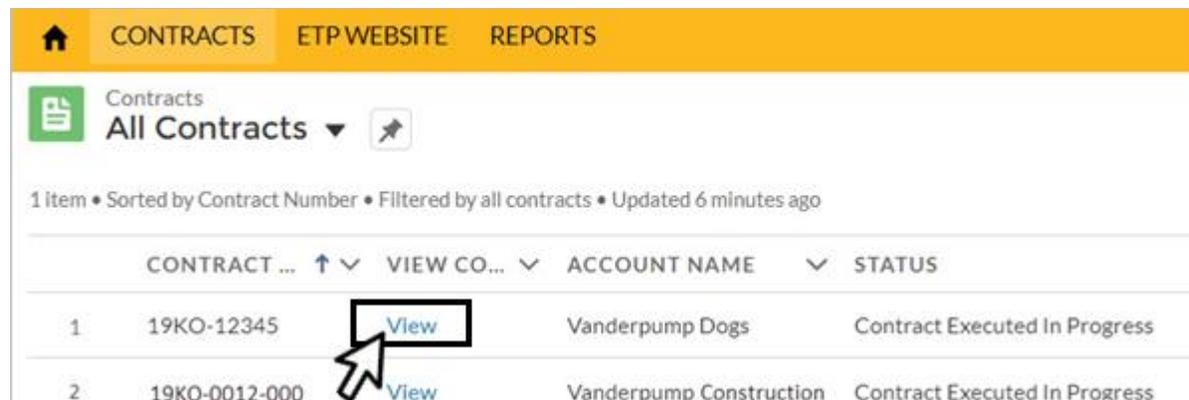
ETP CAL-E-FORCE REFERENCE GUIDE – UPLOAD CLOSE-OUT PAYMENTS

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 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 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 less than 8 hours.

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.

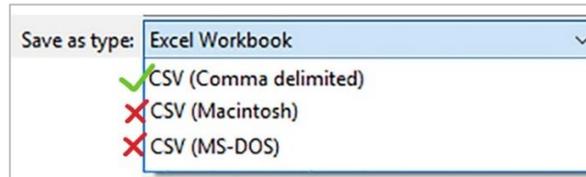
**Workplace Location will only appear on MEC template*

Type	Workplace Location	Training Completion Date	Retention Start Date
Final	##	mm/dd/yyyy	mm/dd/yyyy
*use Location Number			
Retention End Date	Wage After Retention	Health Benefits	
mm/dd/yyyy	0.00	0.00	
	*cannot use \$	*cannot use \$	

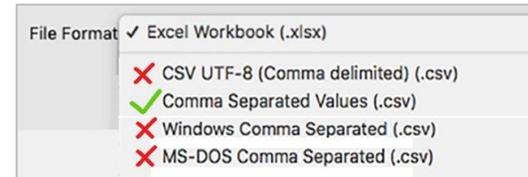
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7. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

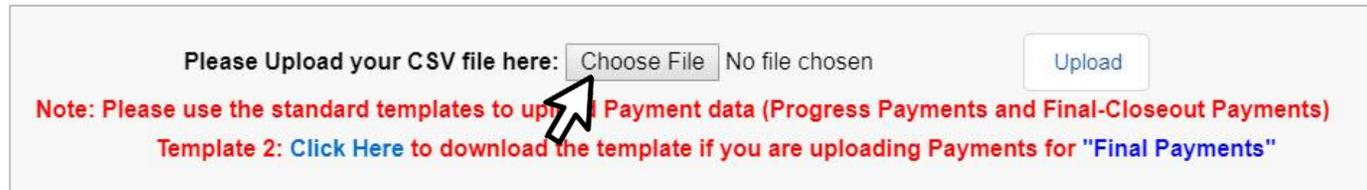
PC USERS:



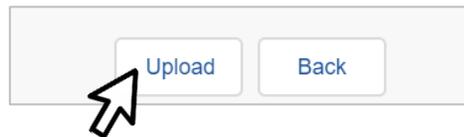
MAC USERS:



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



9. Click the Upload button.

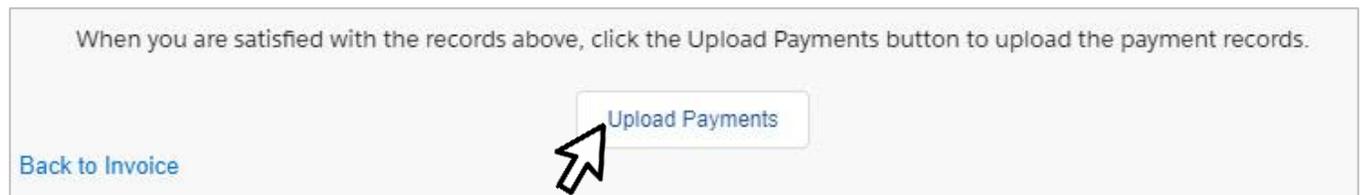


10. The system will then provide you with a summary of what has been uploaded and any errors messages.

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](#)