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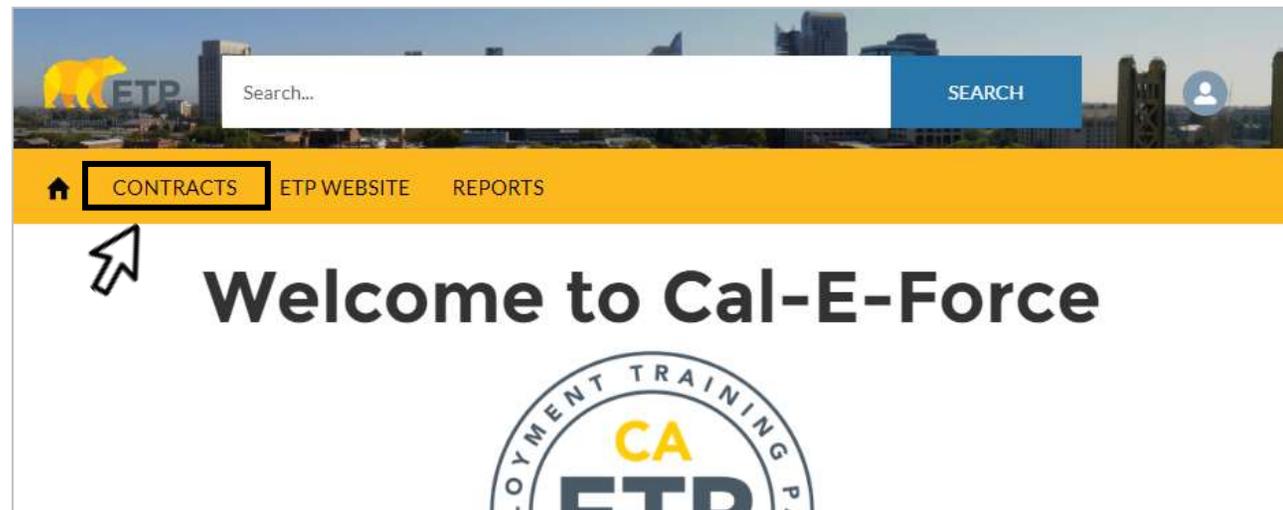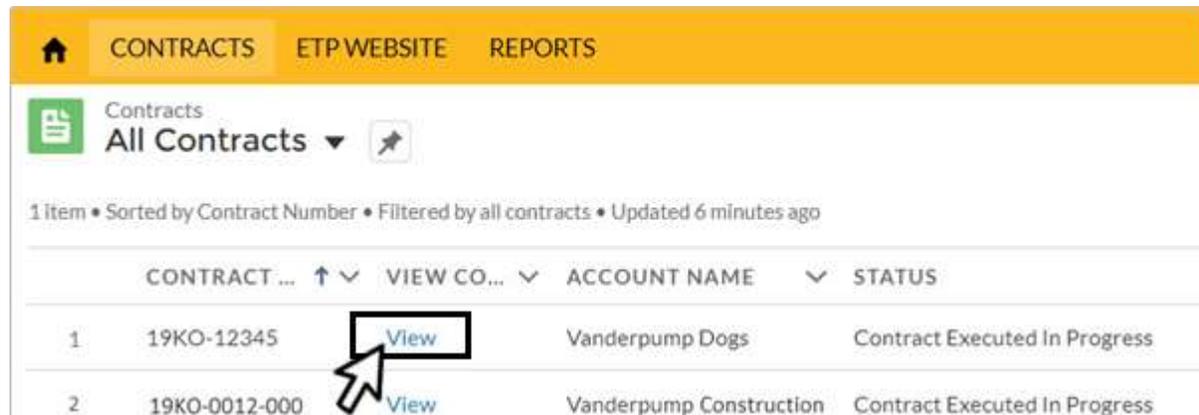
4. Choose **Final** from the invoice types and click **Upload Payments**.

   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

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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"**

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6. Use the following formatting for the fields when creating your CSV.
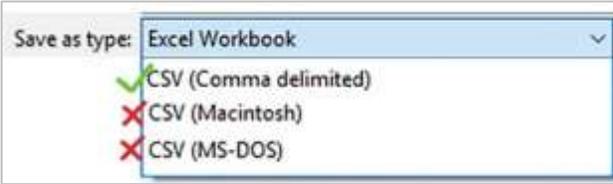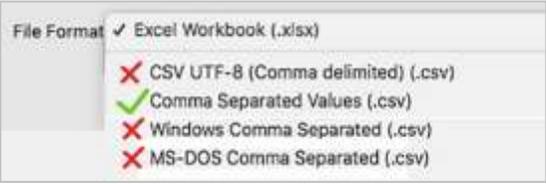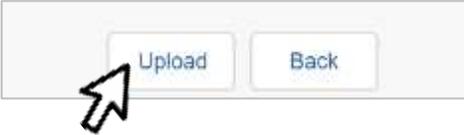
   __Workplace Location__ will only appear on MEC template

   __Occupation at Placement__ will only appear on projects approved on 6/9/23 and onward

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

Type		Workplace Location		Occupation At Placement		Training Completion Date
Final		##		##		mm/dd/yyyy
		*use Location Number		*use Occupation Number		

Retention Start Date		Retention End Date		Wage After Retention		Health Benefits
mm/dd/yyyy		mm/dd/yyyy		0.00		0.00
				*cannot use $ symbol		*cannot use $ symbol

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: Save as type: Excel Workbook ✓ CSV (Comma delimited) ✗ CSV (Macintosh) ✗ CSV (MS-DOS) MAC USERS: 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 2: Click Here to download the template if you are uploading Payments for "Final Payments"
9. Click the Upload button.	Upload Back
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 BENE 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.	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
$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