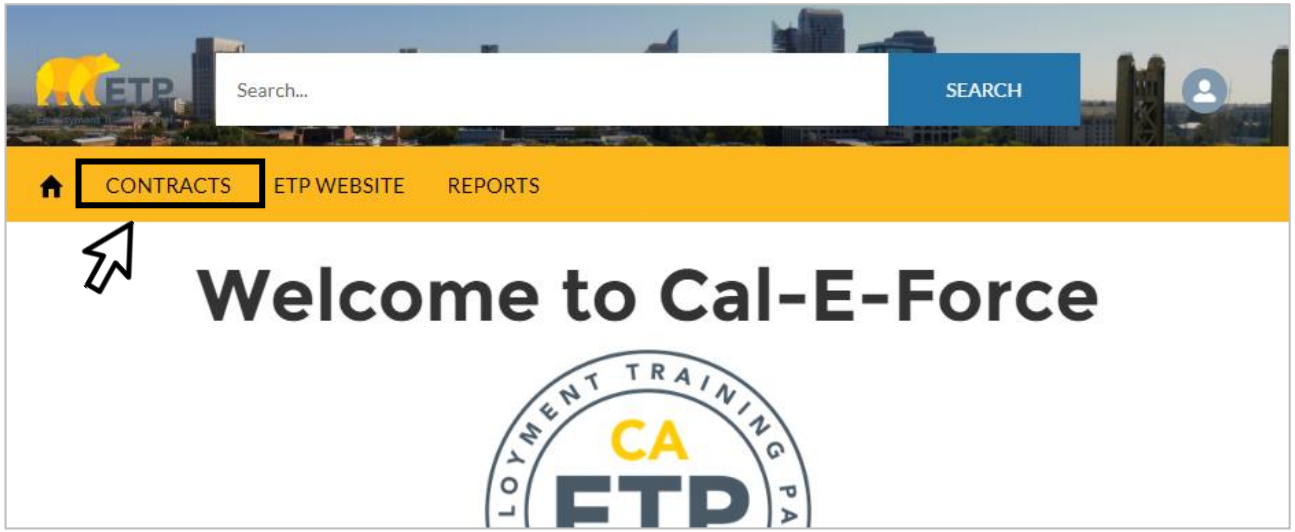
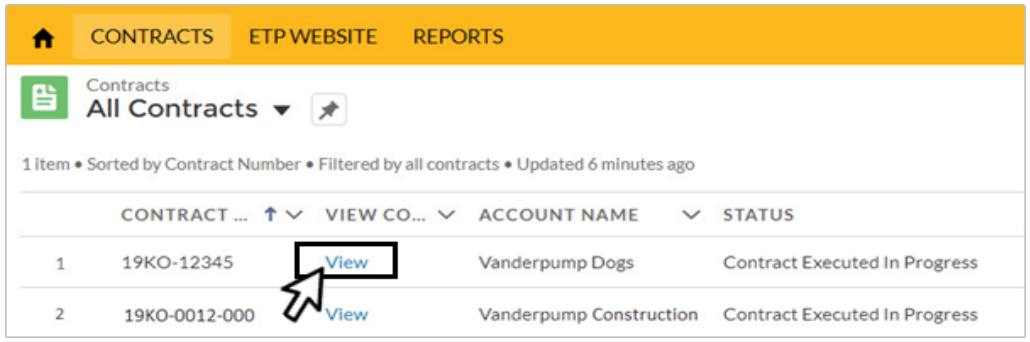
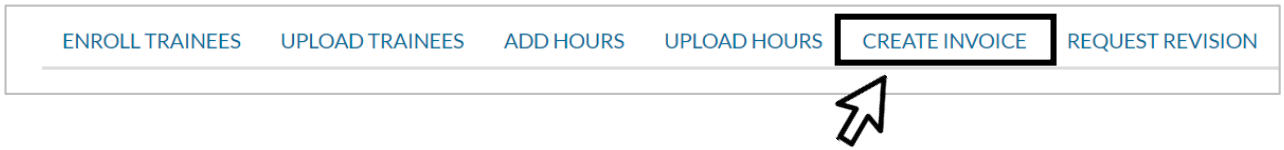
1. At the top of the landing page, select the **Contracts** button on the button bar.



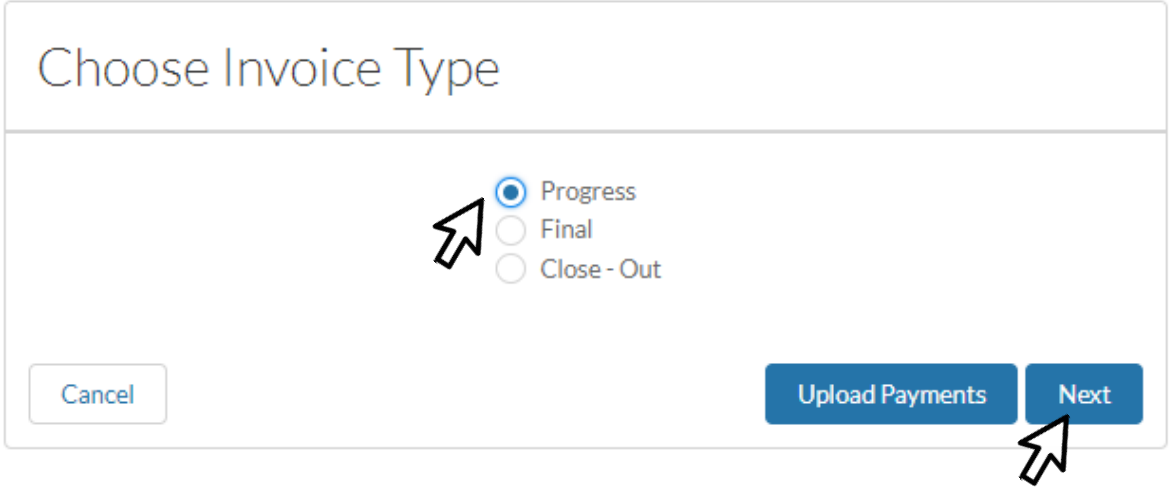
2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.



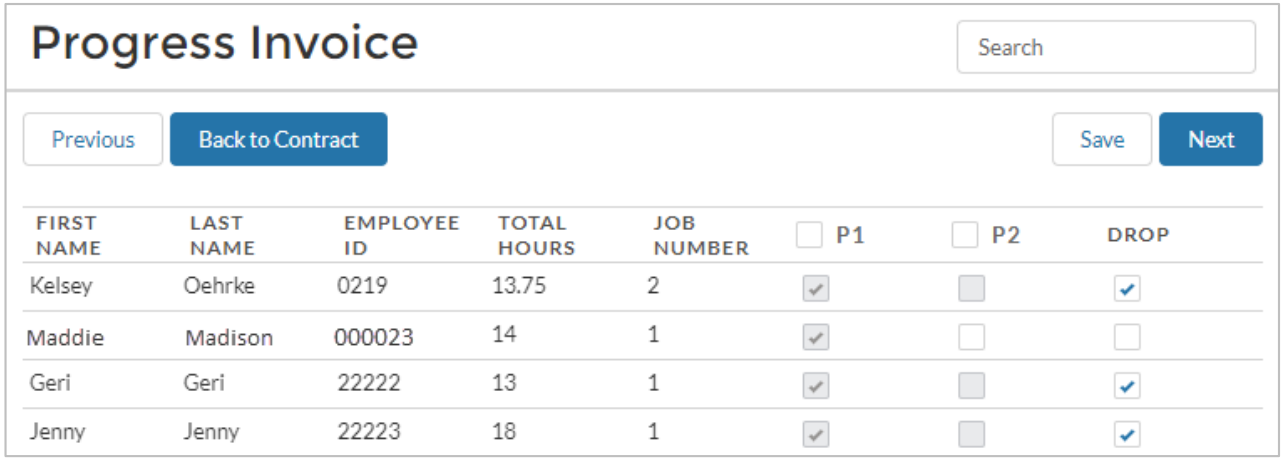
3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



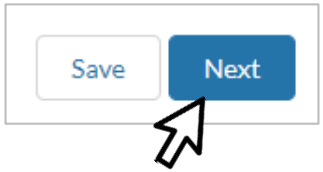
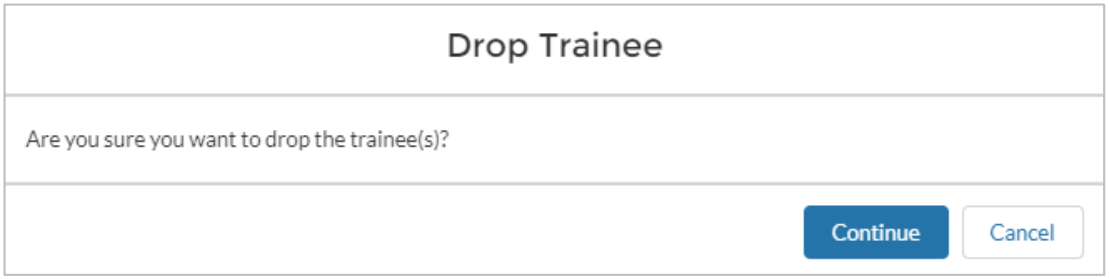
4. Choose **Progress** from the invoice types and click **Next**.



5. Check the checkbox(es) for the trainee(s) you would like to drop.



6. Click the **Next** button at the bottom or top of the page.



7. When asked if you are sure you want to drop the trainee(s), click **Continue**. Your trainees will be dropped and you will be taken back to the Contract Detail Page.