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**.	Choose Invoice Type ○ Progress ○ Final ○ Close - Out Cancel Upload Payments Next

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

Progress Invoice

Search

Previous | Back to Contract | Save | Next

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	☐ P1	☐ P2	DROP
Kelsey	Oehrke	0219	13.75	2	✔	☐	✔
Maddie	Madison	000023	14	1	✔	☐	☐
Geri	Geri	22222	13	1	✔	☐	✔
Jenny	Jenny	22223	18	1	✔	☐	✔

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

Save | Next

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.

Drop Trainee

Are you sure you want to drop the trainee(s)?

Continue   Cancel