

1. LOGIN TO MANAGER ACCOUNT

2. NAVIGATE TO BILLS SCREEN

3. CLICK THE BLUE ADD BILL BUTTON

4. UNDER EVENTS - SELECT MEMBERS AND CLICK CREATE BILL FROM SELECTED

5. CLICK INVOICE BUTTON TO DOWNLOAD AND PRINT TO SEND WITH COUNTY CHECK

IMPORTANT
INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES

RESOURCE AVAILABLE: CREATE AN EVENT INVOICE - 5 STEPS