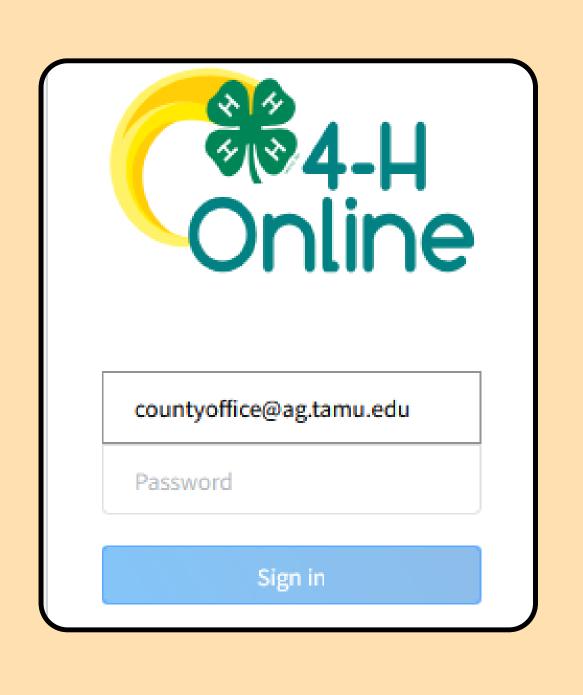


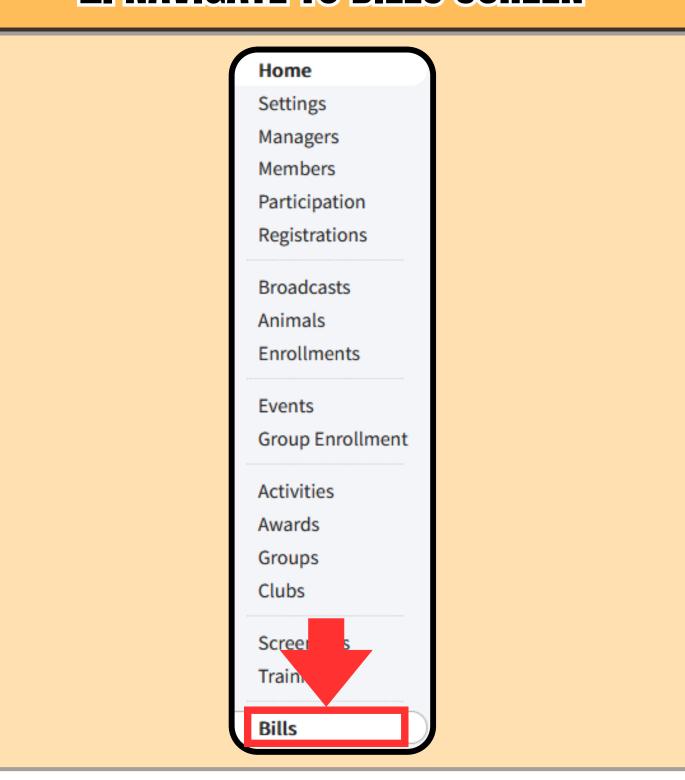
EVENTS WITHOUT PAYMENT RECEIVED IN STATE OFFICE

View the received status column to make sure the payment is received in the state office.

1. LOGIN TO MANAGER ACCOUNT



2. NAVIGATE TO BILLS SCREEN



3. VIEW THE RECEIVED COLUMN FOR STATUS OF INVOICE



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: <u>CREATE AN EVENT INVOICE - 5 STEPS</u>