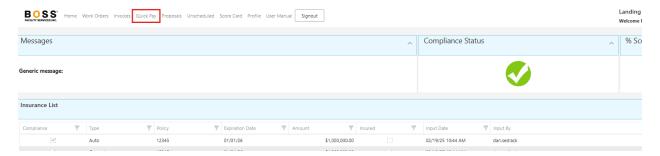
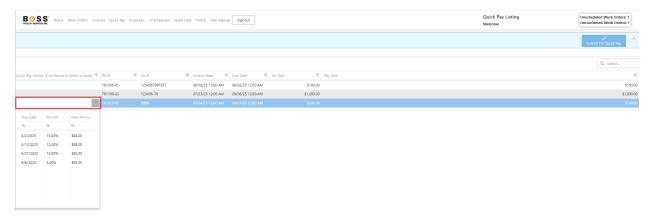
1. Select the "Quick Pay" tab at the top of the page.



2. Select the drop-down box under "Quick Pay Option" for the invoice you would like to receive expedited payment on.



3. Once the updated Due Date, Percent reduction, and New Pay Amount show after selection, click "Submit for Quick Pay." *IMPORTANT – ALL DUE DATES, AND PAY AMOUNTS ARE FINAL AFTER THIS IS CLICKED



4. Invoices can be reviewed in the "Invoices" tab of the portal. If you do not see an uploaded invoice, try expanding the "Start" and "End" dates (date of invoice upload) and then click search.

