

1. Select the “Quick Pay” tab at the top of the page.

BOSS FACILITY SERVICES INC. Home Work Orders Invoices **Quick Pay** Proposals Unscheduled Score Card Profile User Manual Signout

Landing Welcome!

Messages Compliance Status % Sc

Generic message:

Insurance List

Compliance	Type	Policy	Expiration Date	Amount	Insured	Input Date	Input By
<input checked="" type="checkbox"/>	Auto	12345	01/01/26	\$1,000,000.00	<input type="checkbox"/>	02/19/25 10:44 AM	dan.sedlack

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

BOSS FACILITY SERVICES INC. Home Work Orders Invoices Quick Pay Proposals Unscheduled Score Card Profile User Manual Signout

Quick Pay Listing Welcome

Unscheduled Work Orders: 1 Unconfirmed Work Orders: 1

Submit For Quick Pay

Search...

Quick Pay Option (Click Below to Select a Value) PO # Inv # Invoice Date Due Date Inv Amt Pay Amt

Quick Pay Option	PO #	Inv #	Invoice Date	Due Date	Inv Amt	Pay Amt
	781056-01	123456789TEST	06/18/25 12:00 AM	08/02/25 12:00 AM	\$100.00	\$100.00
	781109-02	123456-78	07/23/25 12:00 AM	09/06/25 12:00 AM	\$1,000.00	\$1,000.00
	781023-02	9999	07/04/25 12:00 AM	09/07/25 12:00 AM	\$100.00	\$100.00

Due Date Percent New Amount

Due Date	Percent	New Amount
8/2/2025	15.00%	\$85.00
8/12/2025	12.00%	\$88.00
8/27/2025	10.00%	\$90.00
9/6/2025	5.00%	\$95.00

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

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	781109-02	123456-78	07/23/25 12:00 AM	09/06/25 12:00 AM	\$1,000.00	\$1,000.00
8/27/2025, 10.00%, \$90.00	781023-02	9999	07/04/25 12:00 AM	09/07/25 12:00 AM	\$100.00	\$100.00

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.

BOSS FACILITY SERVICES INC. Home Work Orders **Invoices** Quick Pay Proposals Unscheduled Score Card Profile User Manual Signout

Vendor Invoice Listing Welcome NICOLAS SANIN of NICOLAS SANIN SIGNS

Unscheduled Work Orders: 1 Unconfirmed Work Orders: 1

Search Add Reset Choose a search

Start Date 07/24/25 End Date 07/29/25 Status Select...

Check # Invoice # Vendor W/O #

Drag a column header here to group by that column

Invoice Number	Inv Amt	Location	Vendor W/O #	Input Date	Inv Date	Due Date	Pay Amt	Check #	Pay Date	Finalize
9999	\$100.00	60 ADAMS LLC	781023-02	07/04/25	07/24/25	08/27/25	\$90.00			Finalize