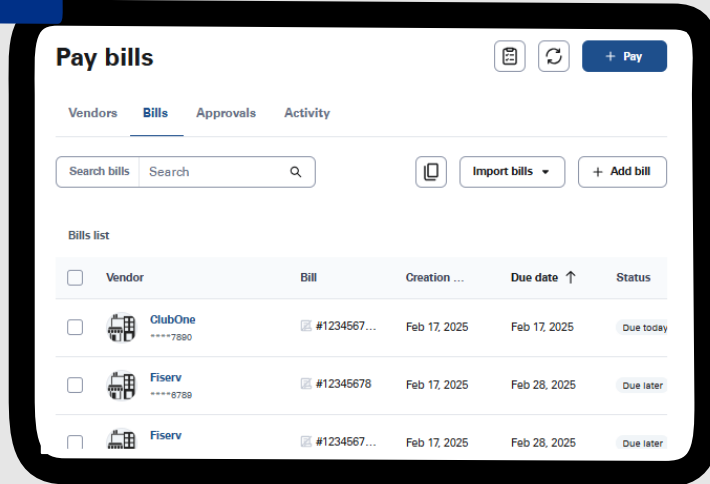


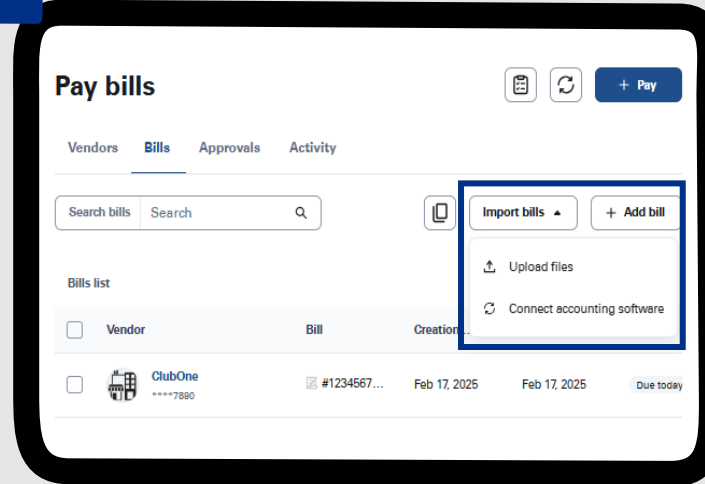
# Payments: How to Add an Invoice

1



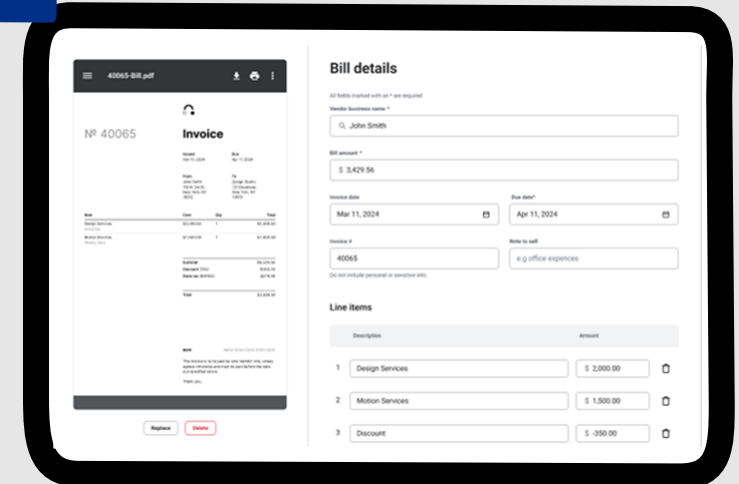
From the "Pay Bills" tab, go into the "Bills" inbox.

2



Click "Import bills."  
Choose "Upload files."

3



Choose a document to upload from your files.  
Verify details and click "Save and close."  
Find the bill in the "Bills" inbox.