

Login

Login - Once the account management website is live, visit the website and provide your login information.

From the dashboard, for purchase, you will have two options to choose from.

you can...

Select and Pay for Eligible Services:

Select Vendor

1. Search and click on who you want to pay (only approved vendors will appear here).

Browse

Next

2. Upload all the support documents (receipts) here; these can also be invoices, forms, etc.

\$251.26

Next

3. Type in the amount you want to pay this vendor.

4. Select the expense category (if the vendor requires this). You can

