



To upload a PO* or a signed copy of a check in your chapter:**

1. Login.
2. Click on the Invoices and **Payments** tab.
3. Click the red **Pay Invoices/Upload PO** button to the left of the screen.
4. Scroll down to the gray bar that says **Enter PO**.
5. Enter your PO or check number and upload a copy of an official PO or signed check.

*Please ensure that PO is signed by an authorized signer and all the information on the document is correct.

**Check stubs or check references are not acceptable.

PLEASE NOTE: Uploading a PO does not mean your payment is complete. It is the responsibility of the chapter advisor to make sure the invoice(s) get paid via check, ACH, or credit card.