

## Owner Approval of an Invoice

When a consultant has completed an Invoice, they submit it to designated site owners for approval. Owners receive email notification of the pending approval. Upon receipt of an approval email, click on the link to login to the Community. The link will take you directly to the Invoice, which will have a Status of "Pending Owner Approval".



Review the Invoice. If you are satisfied, approve it by scrolling down to the Approval History section. Click Approve.



Add a comment on the confirmation window, if desired. Click Approve.

If you are not satisfied, reject it by scrolling down to the Approval History section. Click Reject.



Add a comment on the confirmation window. Click Reject.