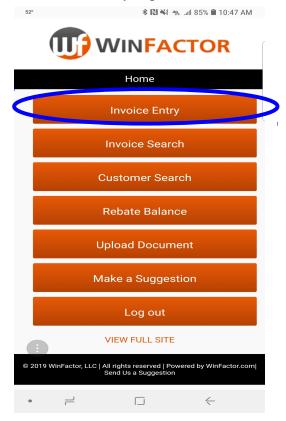
<u>Client Portal Clicks to know:</u> <u>From your Smart Phone on Mobile Site</u>

• <u>Invoice Entry</u>: Select the "Invoice Entry" option in the menu items.



• At the top of the page select your customer from the customer drop down Arrow. Click "Done" when you've selected a customer.

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	Below, you can either add an invoice into the system, add a new customer or import invoices from a propeny formatted spreadsheet.
	Customer:
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	Add New Customer
	Invoice #:
	Invoice Amount:
	Invoice Date:
	Invoice Due Date:
	Load Number:
	Add Invoice
	: Invoices
	 = Delete Invoice = Edit Invoice Attachments
	• – – – –

• Type in the invoice number, invoice amount, date of invoice, and due date per agreement terms (your agreed upon pay terms), and load number. Then select the "Add Invoice" button.

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system, add a new from a properly forr	er add an invoice int customer, or import matted spreadsheet.	invoices
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• You will notice your invoice entry has populated under the add invoices tab. Select the paperclip icon on the right side of the entry to attach documents.

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Invoice Amount:	
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Test customer Inv# 1234 Inv Date 01/21/2019	PO; 4567 Inv Due 03/21/2010 \$1,000.00
Subr	nit Invoices
× = Delete Invoice Edit Invoice Att	achments EW FULL SITE
© 2019 WinEactor LLC All	ights reserved Powered by WinFactor.com

• Then select the "Choose File" button in the "Select File" field. This will give you the option to select your camera to take pictures of your invoices, Bill of Lading, rate confirmation, and any other supporting or required documents.

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Home Attach Document	UF
Please enter a file description, select a file by clicking on 'Browse' and then the upload button.	
Description:	
Select File:	
Choose File No file chosen	
Upload	
BACK TO INVOICE ENTRY	
BACK TO INVOICE ENTRY Attachments	
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Attachments Solution = Delete Attachment Download/View Attachment	com
Attachments = Delete Attachment = Download/View Attachment VIEW FULL SITE © 2019 WinFactor, LLC All rights reserved Powered by WinFactor.	com
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Attachments = Delete Attachment = Download/View Attachment VIEW FULL SITE © 2019 WinFactor, LLC All rights reserved Powered by WinFactor.	com

- **For Android:** Please select from your options to take a picture of your documents, or upload your documents from the "My Files" tab. You will only find your documents in the "My Files" tab if you have taken pictures of your documents previously.
- **For iPhone:** Please select from your options to take a picture of your documents, or upload your documents from the "Photo Library" tab. You will only find your documents in the "Photo Library" tab if you have taken pictures of your documents previously.

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Android

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n.clientlogin.winfactor.com
Please select a file to upload!
Please enter a file description, select a file by clicking on 'Browse' and then the upload button.
Description:
Invoice #123456
Select File: Choose File no file selected
Upload
BACK TO HINGICS ENTRY
Take Photo or Video
Photo Library
Browse
Cancel
Cancer

Iphone

• If you choose to take a picture of your documents you will get an immediate look at the picture to confirm it is in focus and centered, (If you can't see it, we can't see it) then select OK in the top right corner of the phone. You will see the picture has been selected in the "Select File" field.

fYe	our Company	Name]	1	NVOICE
	[Address] [City, State, Zip Co [Phone Number]	xde]	DATE	INVOICE NUMBER
BILL TO:				
[Customer Compan [Address] [City, State, Zip Cod [Phone Number]				
Purchase Order / Load	Number:			
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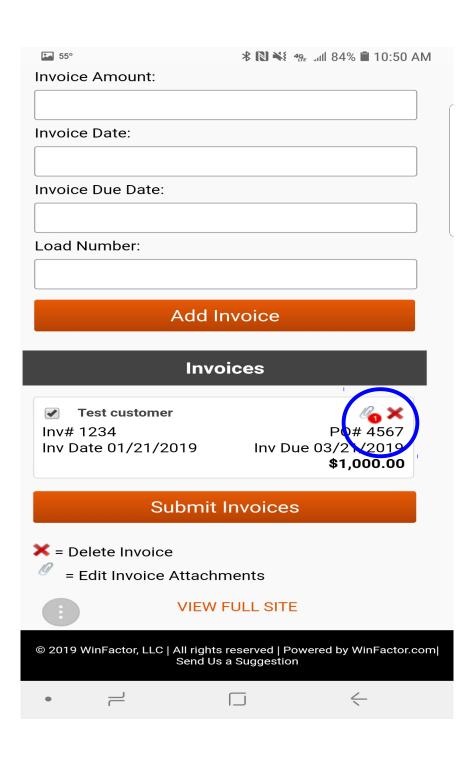
• In the description box, type the name of the document (ex. Invoice, BOL). You are required to give each document a name. Select the "Upload" button.

• Your picture will populate under attachments when attached. Continue the same process until all documents for the invoice are attached.

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		e description, select a file by /se' and then the upload butto	n.
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			ctor.com
		VIEW FULL SITE C All rights reserved Powered by WinFa	ctor.com

• When all documents have been uploaded, click the "Back to Invoice Entry" button. This takes you back to the original Invoice Entry screen. You will see your invoice entry you submitted, but notice the document or documents you uploaded are now numbered by the paperclip icon on the right side of the invoice entry.

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	Home	Attach Document	
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	01/28/2019 X = Delete Attac Q = Download/V	hment 'iew Attachment VIEW FULL SITE C All rights reserved Powered by WinFac	



• Next, simply click the "Submit Invoices" button under the invoice entry.

	Load Number:	
	Add Invoice	
	Invoices	
-	✓ Test customer ✓₀ × Inv# 1234 PO# 1234 Inv Date 01/21/2019 Inv Due 03/21/2019 \$1,000.00	
(Submit Invoices	
	× = Delete Invoice	
	Edit Invoice Attachments	
	VIEW FULL SITE	
	© 2019 WinFactor, LLC All rights reserved Powered by WinFactor.com Send Us a Suggestion	

Boom, you have successfully submitted your invoice or invoices <u>to Eagle Capital Corporation!</u>