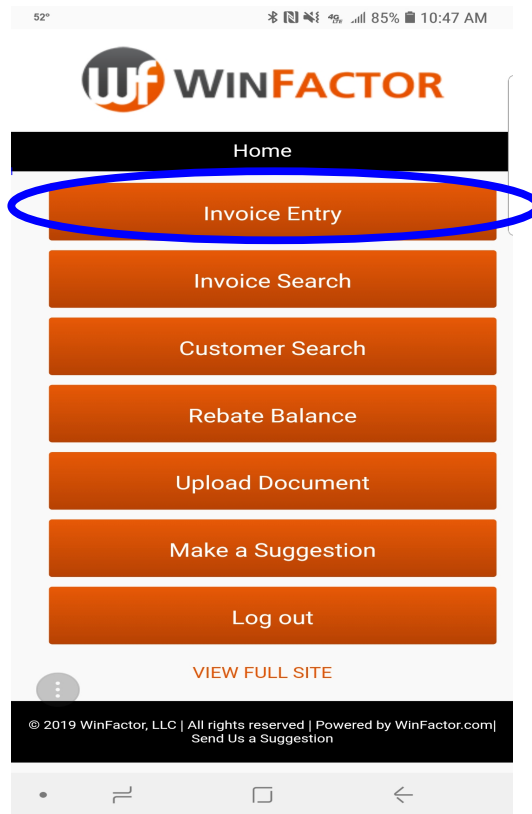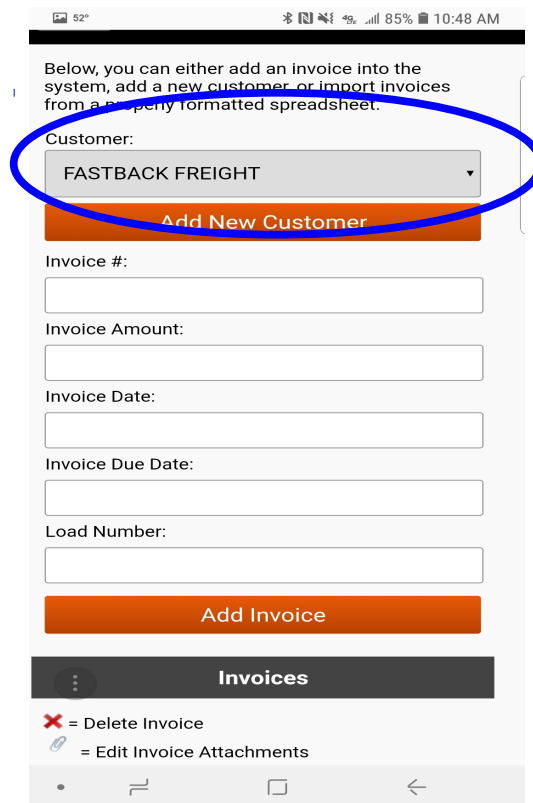# Client Portal Clicks to know:
## *From your Smart Phone on Mobile Site*

- **Invoice Entry**: 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.

- 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.



- 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.

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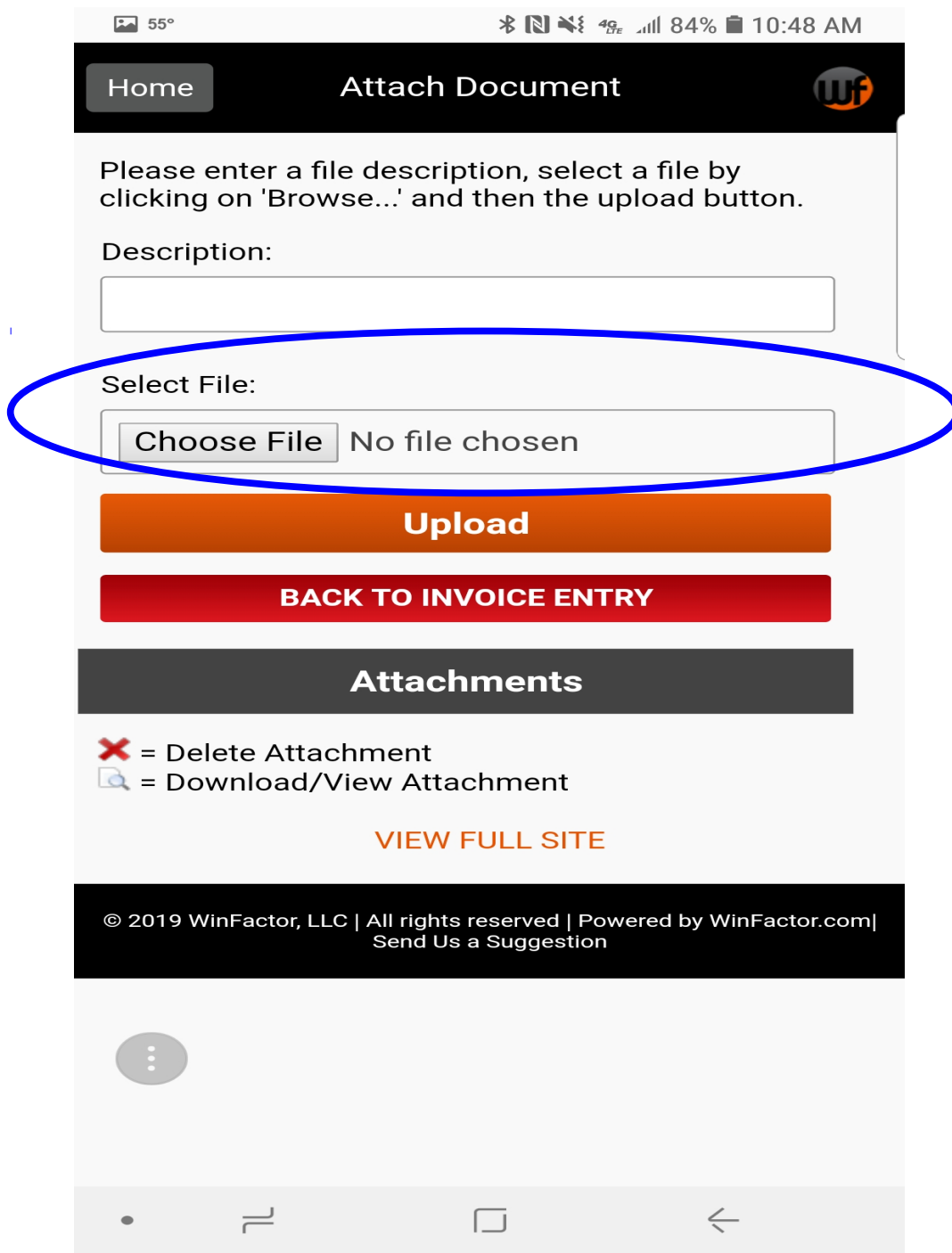
- **For Android:** Please select from your options to take a picture of your documents, or upload your documents from the "My Files" tab. You will only find your documents in the "My Files" tab if you have taken pictures of your documents previously.

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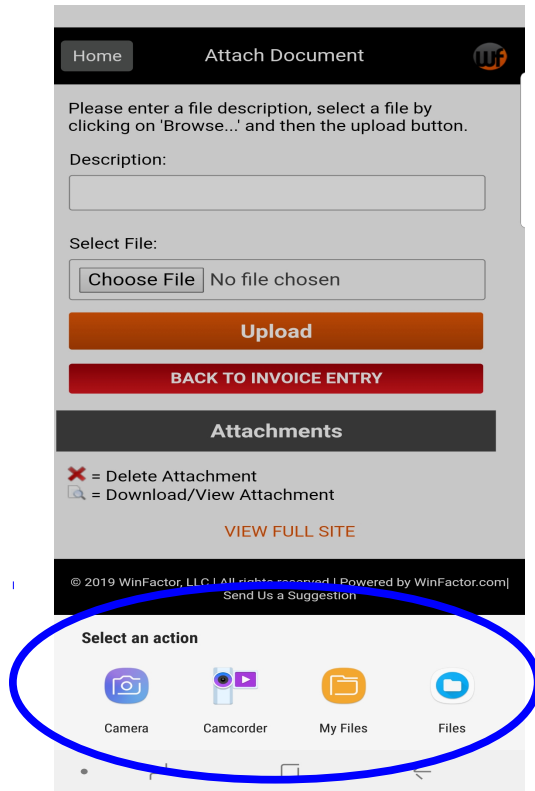
Android                                                    Iphone
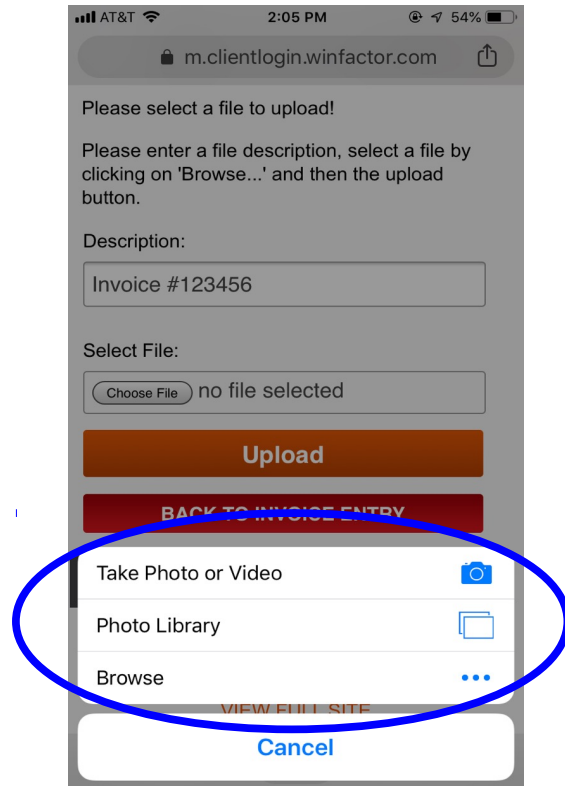
- If you choose to take a picture of your documents you will get an immediate look at the picture to confirm it is in focus and centered, (If you can't see it, we can't see it) then select OK in the top right corner of the phone. You will see the picture has been selected in the "Select File" field.

- 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 Company Name]**
[Address]
[City, State, Zip Code]
[Phone Number]

| INVOICE | |
|---|---|
| DATE | INVOICE NUMBER |
| | |

BILL TO:

[Customer Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

Purchase Order / Load Number: _____

| QUANTITY | DESCRIPTION | RATE | AMOUNT |
|---|---|---|---|
| | | | |

TOTAL AMOUNT DUE

PLEASE REMIT TO:

EAGLE CAPITAL CORPORATION
P.O. BOX 4215
TUPELO, MS 38803
800-483-7079
FAX: 662-842-6218
*Please call Eagle for Wire/ACH Instructions

PAY TERMS: NET 30 DAYS

- Your picture will populate under attachments when attached. Continue the same process until all documents for the invoice are attached.
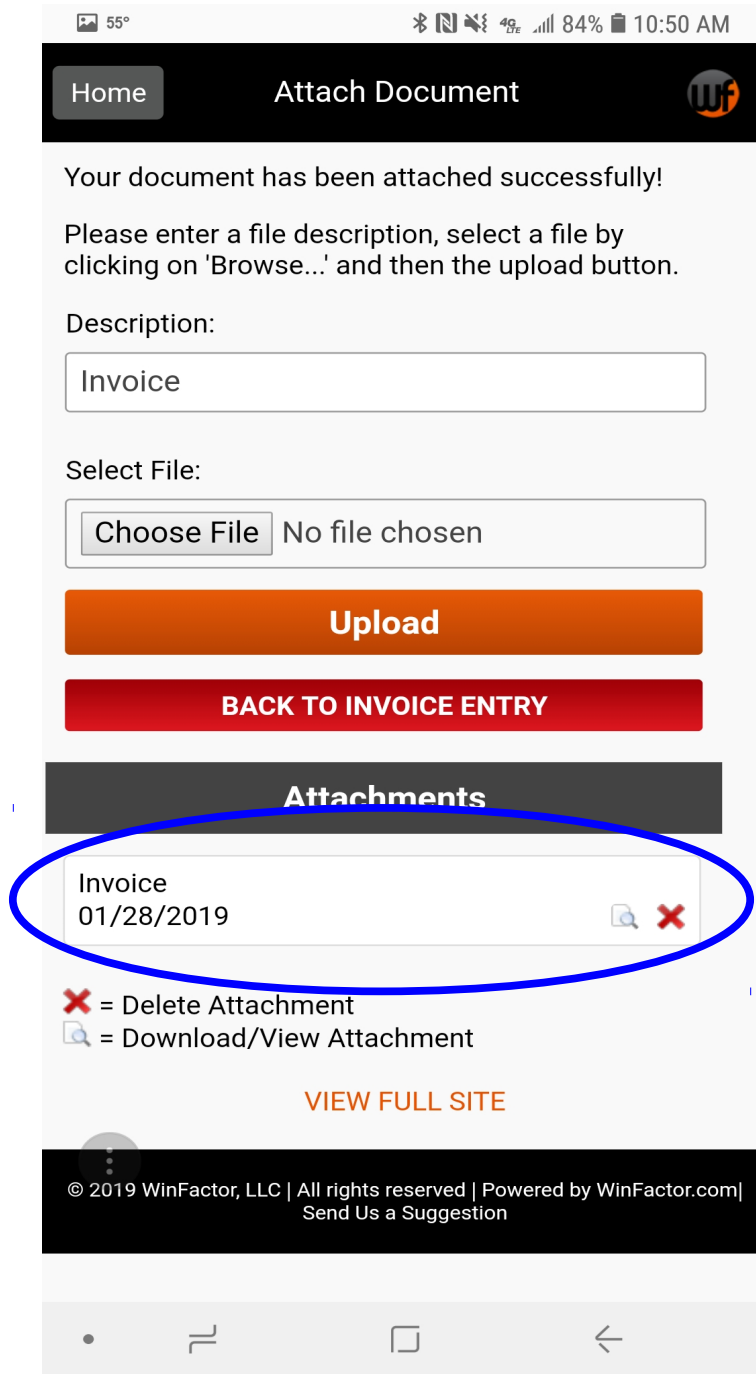
- When all documents have been uploaded, click the "Back to Invoice Entry" button. This takes you back to the original Invoice Entry screen. You will see your invoice entry you submitted, but notice the document or documents you uploaded are now numbered by the paperclip icon on the right side of the invoice entry.
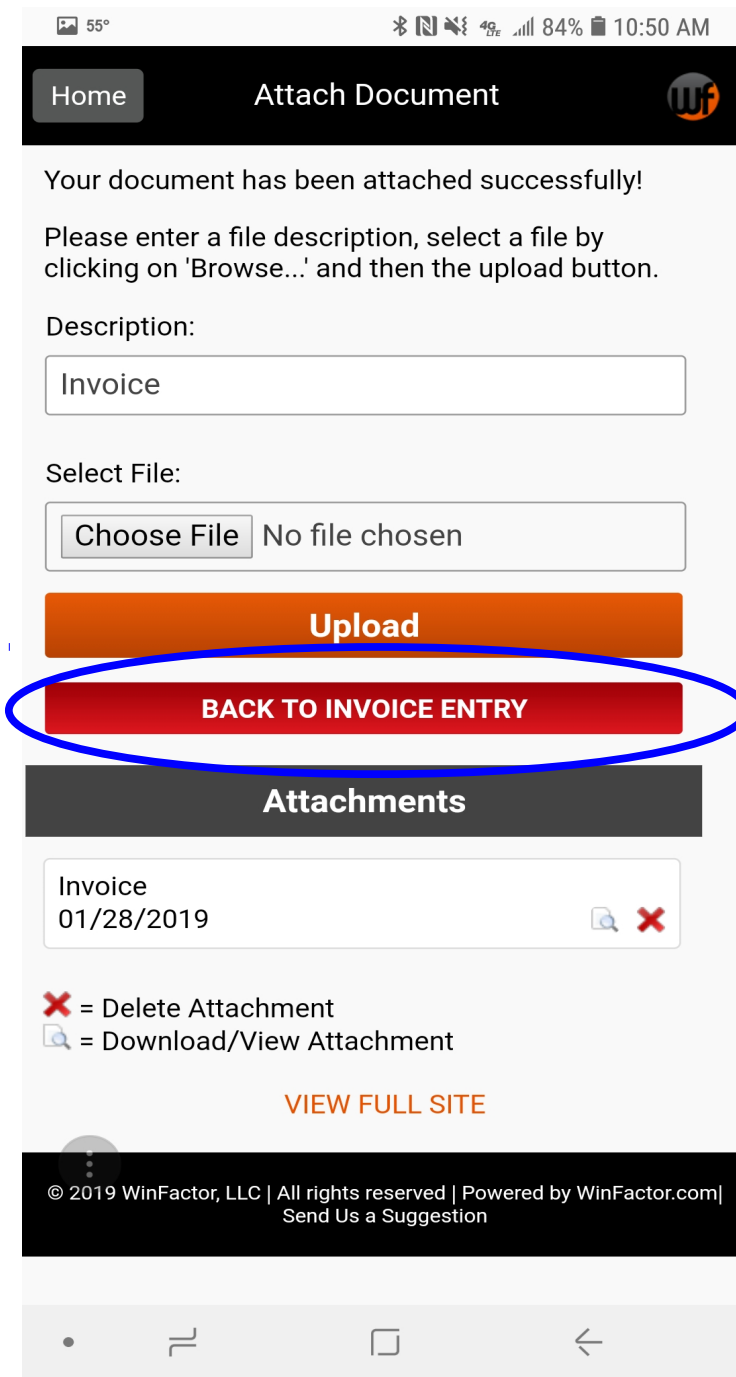
Invoice Amount:

_____

Invoice Date:

_____

Invoice Due Date:

_____

Load Number:

_____

**Add Invoice**

## Invoices

☑ **Test customer**                     📎① ✖

Inv# 1234                              PO# 4567

Inv Date 01/21/2019        Inv Due 03/21/2019

**$1,000.00**

**Submit Invoices**

✖ = Delete Invoice

📎 = Edit Invoice Attachments

⋮        **VIEW FULL SITE**

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



**Boom, you have successfully submitted your invoice or invoices to Eagle Capital Corporation!**