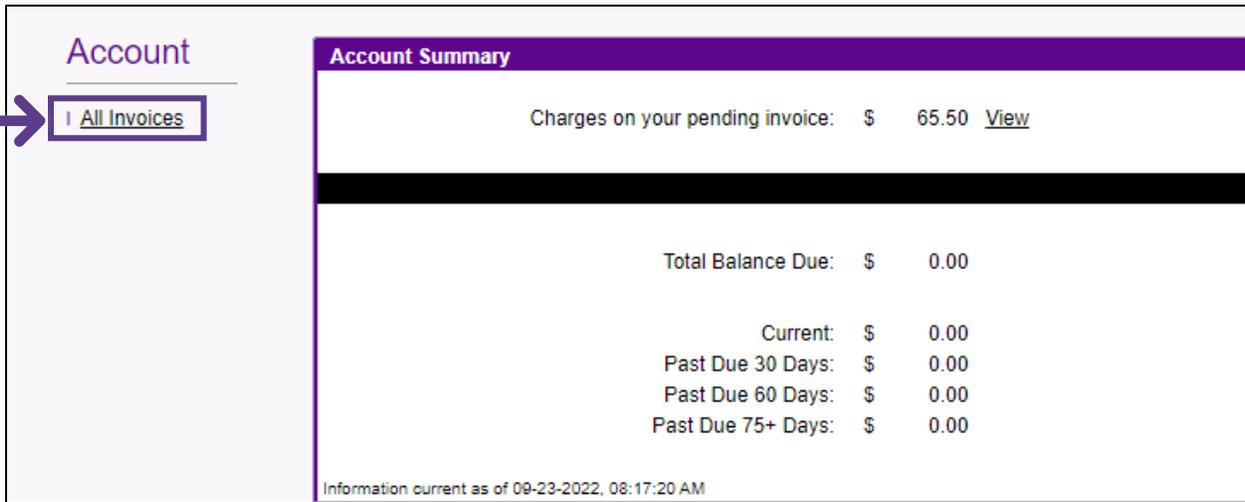


1. Start by logging into Xactus360 and click Account.

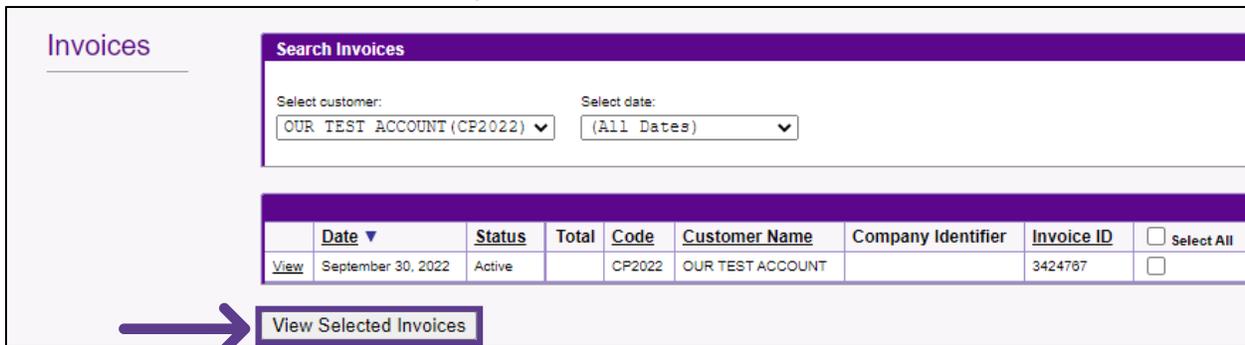


2. The current months invoice will be displayed with the amount due and options to make a payment.

To view previous invoices, click All Invoices.



3. This page allows for selection of Customer, Date, and specific monthly invoices. Click View Selected Invoices to see more options.



- There is an option to view specific cost-centers and whether a full detail invoice is needed or by Loan, Operator, Cost-Center, or Cost Only. The Output can either be HTML, Excel, CSV, or PDF. Click Submit when selections have been made.

The screenshot shows a web interface for generating invoices. On the left, there is a sidebar with the heading "Invoices". The main content area is titled "Report On" and contains three radio button options: "All cost-centers" (which is selected), "Single cost-center" (with a dropdown menu labeled "(Select the Cost Center)"), and "Single operator" (with a dropdown menu labeled "(Select the Operator)"). Below this is a section titled "Specify the Detail" with a dropdown menu set to "Full". Underneath is a section titled "Specify the Output" with a dropdown menu set to "Excel". At the bottom of the form is a "Submit" button, which is highlighted with a purple rectangular border and a purple arrow pointing to it from the left.

5. Below is a sample of the invoice in PDF format.

Page 1 of 1																						
 <p>P.O. BOX 70784 PHILADELPHIA, PA 19176 Phone: 800-243-0120 Fax: 855-664-5410</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INVOICE</th> </tr> <tr> <td style="width: 50%;">Number</td> <td>3424767</td> </tr> <tr> <td>Date</td> <td>Sep 01, 2022 - Sep 30, 2022</td> </tr> <tr> <td>Customer Code</td> <td>CP2022</td> </tr> <tr> <td>Amount Due</td> <td>\$65.50</td> </tr> <tr> <td>Payment Due</td> <td>Net 30</td> </tr> </table> <p style="font-size: small;">Please reference Customer Code and Invoice Number on your payment.</p>	INVOICE		Number	3424767	Date	Sep 01, 2022 - Sep 30, 2022	Customer Code	CP2022	Amount Due	\$65.50	Payment Due	Net 30									
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<p>OUR TEST ACCOUNT 600 SAW MILL RD WEST HAVEN, NY 06516</p>																						
<p>WARNING: This invoice has not yet been finalized and is subject to change.</p>																						
<p>Effective immediately- please note our new remittance address: PO Box 70784 Philadelphia, PA 19176-0784.</p>																						
<p>Charges for operator: Greg Plunkett(gplunkett)</p>																						
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PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.

07/28/2023