

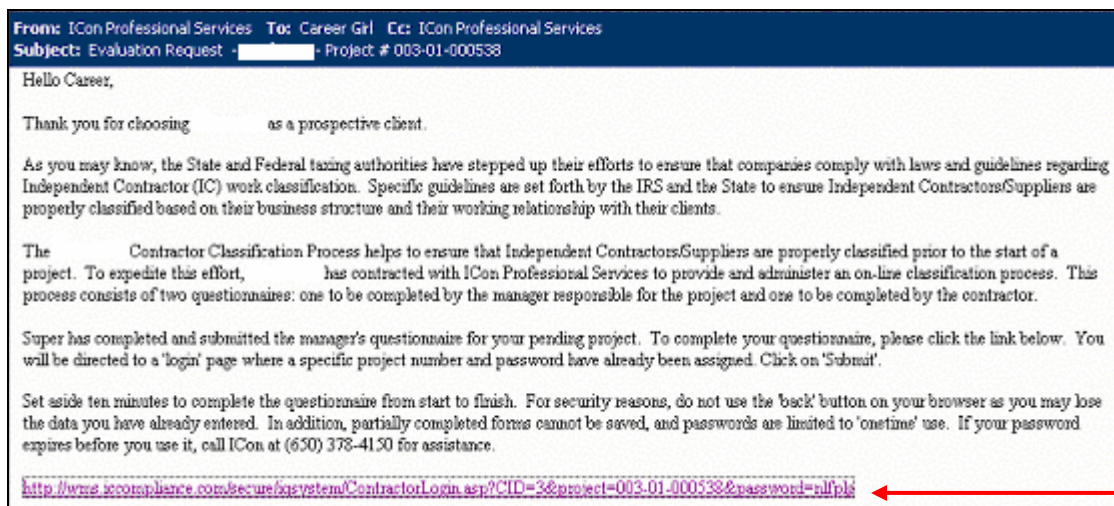


## CONTRACTOR REFERENCE GUIDE

*NOTE: - items in italics with an asterisk\* indicate information as opposed to steps to take.*

### A1. CLASSIFICATION PROCESS

- \* You will receive an **email** from ICon asking you to complete a questionnaire. In this **email** is a **link** which leads to a questionnaire.



Click link

- Click on the link in the **email**. It leads to a login page for Contractors which already has a **Project Number** and **Temporary Password** populated under **New Users**

**Existing Users**

User ID

Password

[Forgot Password?](#)

**New Users**

Project Number

Temporary Password

Click Submit





- e. The Project Information on this next page is already populated so simply enter the required information relating to your Business Structure and click on **Submit**

The objective of the Contractor Classification Process is to evaluate the proposed working relationship between you and your prospective hiring manager. After thoroughly discussing the expectations of the project with this manager, accurately answer this questionnaire based on your understanding of the work. After you have completed your questionnaire, both questionnaires will be evaluated and a recommendation will be made.

**Project Information**

<b>Company</b> Icon Demo Company 1065 E. Hillsdale Blvd Suite 108 Foster City, CA 94404	<b>Projected Start Date</b> 1/1/2007
<b>Manager</b> Icon DemoManager Manager Phone: 650-378-4150 Fax: 650-378-4159	<b>Projected End Date</b> 1/1/2007
	<b>Describe the services/work you will be providing for this project</b> Project details.....

**Your Business Structure**

Check One

- Sole Proprietor
- Limited Liability Corporation / LLC
- S Corporation
- C Corporation
- Partnership / LLP
- Other

...

Which of the above will you be able to provide?

Yes <input checked="" type="radio"/>	No <input type="radio"/>	Evidence of concurrent customers
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Copy of current business license
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Copy of fictitious name statement
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Evidence of tax filings
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Evidence of business insurance
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Evidence of advertising your services
Yes <input checked="" type="radio"/>	No <input type="radio"/>	Copy of Articles of Incorporation

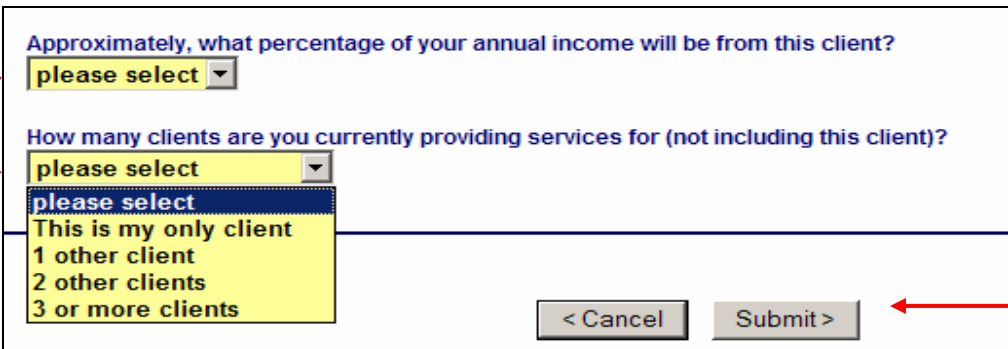
< Cancel Submit >

**Already populated** (points to Project Information section)

**Fill in your business information** (points to Your Business Structure section)

**Click Submit** (points to Submit button)

f. Answer the two ‘Client Details’ questions about your business



Approximately, what percentage of your annual income will be from this client?  
 please select ▾

How many clients are you currently providing services for (not including this client)?  
 please select ▾

please select

This is my only client  
 1 other client  
 2 other clients  
 3 or more clients

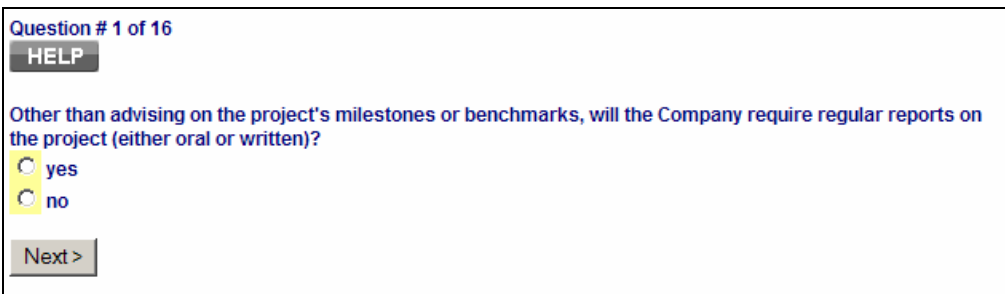
< Cancel   Submit >

Select your answers

Click Submit

g. Complete the questionnaire by answering all of the questions

\* **WARNING:** Do NOT hit the “Back” button on your browser, as your answers are processed as they are submitted. Attempting to go back may cause you to end your session and require you to start the process over.



Question # 1 of 16  
 HELP

Other than advising on the project’s milestones or benchmarks, will the Company require regular reports on the project (either oral or written)?

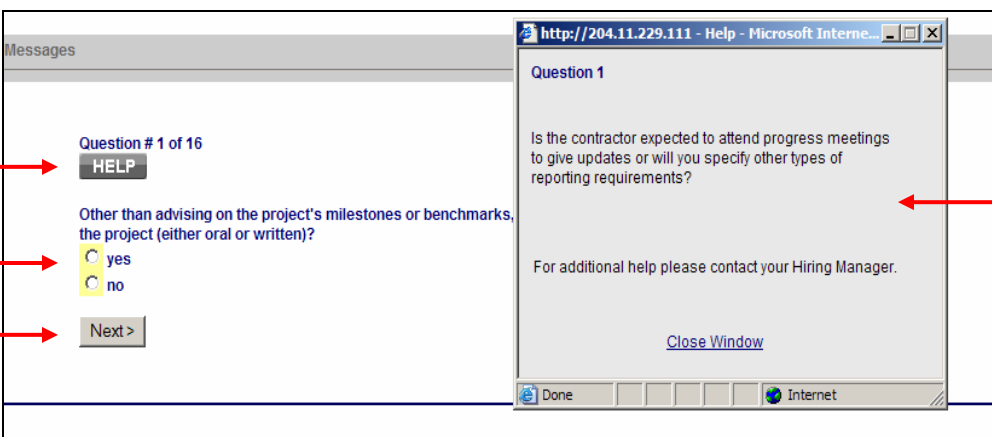
yes  
 no

Next >

Select your answer

Click Next

h. If you do not understand the question, click on the **Help** button which is above the text of each question, to get additional clarification



Messages

Question # 1 of 16  
 HELP

Other than advising on the project’s milestones or benchmarks, the project (either oral or written)?

yes  
 no

Next >

http://204.11.229.111 - Help - Microsoft Internet Explorer

Question 1

Is the contractor expected to attend progress meetings to give updates or will you specify other types of reporting requirements?

For additional help please contact your Hiring Manager.

Close Window

Done   Internet

Help button

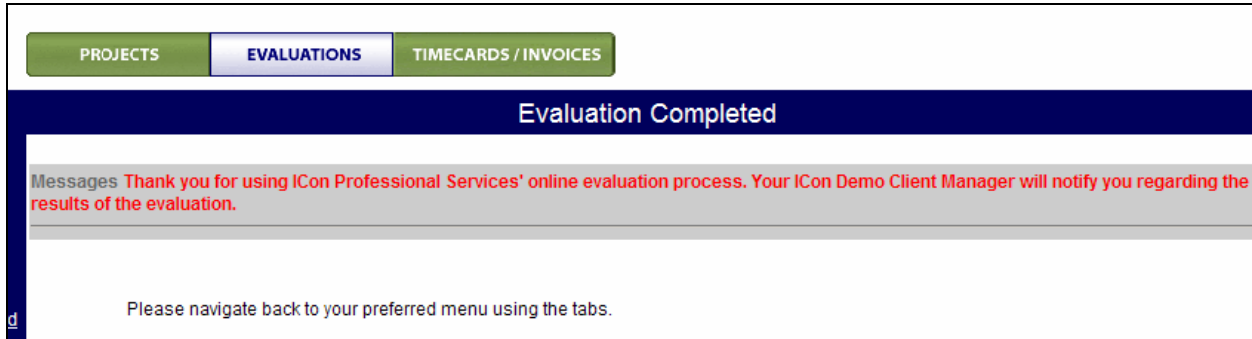
Select your answer

Click Next

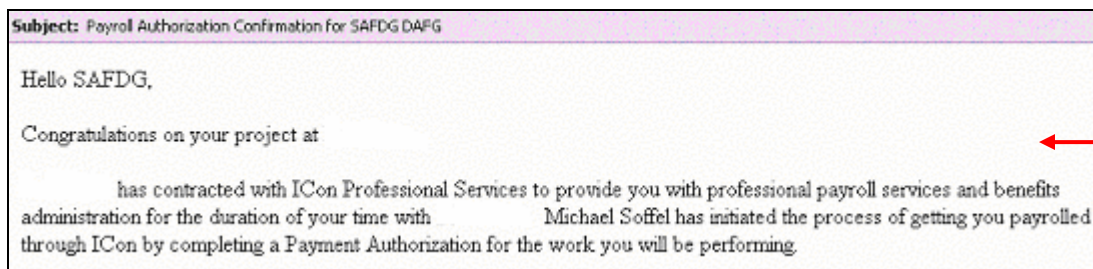
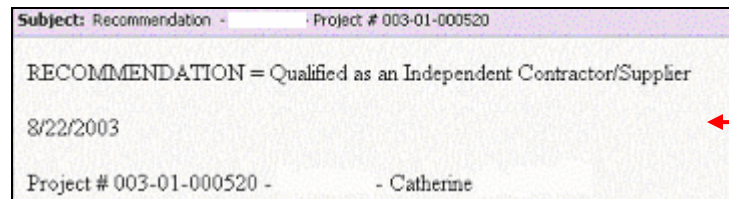
Help Text Window



i. At the end of the questionnaire, you can navigate using the menu tabs



\* Once you have completed the questionnaire, you will receive an **email** either from ICon advising you that you are qualified as an IC, or from your Manager advising you of your W-2 status, followed by an **email** confirming that you have been set up on payroll.





## **A2. PAYROLL / W-2 RECOMMENDATION**

- \* *Should you be classified as a payroll employee, you will be required to sign up for payroll with ICon Professional Services.*
- \* *The link for the payroll enrollment documents will be sent to you automatically via **email** with instructions on how to proceed.*

**Link to Payroll Enrollment Package** →

**Subject:** Payroll Authorization Confirmation for SAFDG DAFG

Hello SAFDG,

Congratulations on your project at \_\_\_\_\_

\_\_\_\_\_ has contracted with ICon Professional Services to provide you with professional payroll services and benefits administration for the duration of your time with \_\_\_\_\_. Michael Soffel has initiated the process of getting you payrolled through ICon by completing a Payment Authorization for the work you will be performing.

Here are the details Michael Soffel has provided:

If all information is accurate, your next step in the process is:

Download the Enrollment Packet from the link below, complete, and fax all forms to ICon at (650) 378-4157. Once ICon receives your paperwork, they will contact you with instructions for submitting timecards or invoices.

[http://130.94.153.176/icon/payroll\\_register.shtml](http://130.94.153.176/icon/payroll_register.shtml)

If you have any questions, please contact ICon at (650) 378-4150 or \_\_\_\_\_ at \_\_\_\_\_ at ( ) -3519.

Thank you for your cooperation and we look forward to working with you.

- \* *Once you have completed the enrollment process, you are free to submit weekly timecards on-line. (As referenced in Section C4)*



### **A3. QUALIFIED IC RECOMMENDATION**

- \* *Should you be classified as a qualified IC, you will need to submit the documentation you indicated was available to support your IC status.*

**From:** ICon Professional Services **To:** Testing Testing **Cc:** ICon Professional Services  
**Subject:** Recommendation - - Project # 003-01-000520

RECOMMENDATION = Qualified as an Independent Contractor/Supplier

8/22/2003

Project # 003-01-000520 - - Catherine

Testing

Hello Testing,

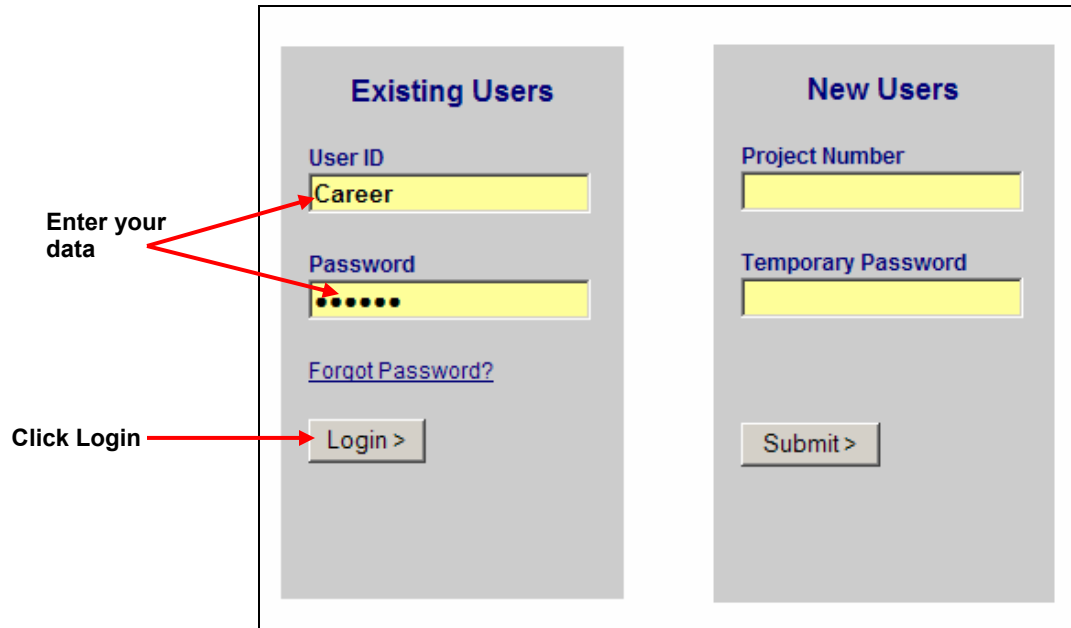
Thank you for submitting your questionnaire through our automated Contractor Classification System for Independent Contractor/Supplier Compliance.

To finalize and approve the qualified recommendation, we need at least four (4) of the following seven (7) items of supporting documentation. They will be kept in our audit compliance files for the project.

- \* *As soon as ICon receives your supporting documentation, Purchasing will be advised to move forward in securing you a Purchase Order Number for this project, pursuant upon the client's business rules.*
- \* *You will then receive an **email** advising you of your username and password so that you can start submitting invoices. (As referenced in C5)*

***B. ACCESS YOUR ACCOUNT***

- a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. Under **Existing Users**, enter your **User ID** and **Password** then click on **Login**

A screenshot of the Contractor Login page. The page is divided into two main sections: "Existing Users" on the left and "New Users" on the right. The "Existing Users" section contains a "User ID" field with the text "Career" entered, a "Password" field with six dots, a "Forgot Password?" link, and a "Login >" button. The "New Users" section contains a "Project Number" field, a "Temporary Password" field, and a "Submit >" button. Red arrows point from the text "Enter your data" to the "User ID" and "Password" fields, and from "Click Login" to the "Login >" button.





\* *This brings you to the main dashboard of your Contractor Account.*

The screenshot shows the main dashboard of a Contractor Account. At the top, there are three green tabs: "PROJECTS", "EVALUATIONS", and "TIMECARDS / INVOICES". Below the tabs, a dark blue header bar contains the text "Welcome Test1 Contractor". On the left side, there is a vertical menu with links: "Logout", "Contact Us", "Edit Your Account", "Change Password", and "Reference Guide". The main content area is white and features a large heading "Welcome to your ICon Service Site". Below the heading, it states: "ICon Professional Services is a national provider of Contingent Workforce Management Solutions, specializing in Independent Contractor Compliance." and "Please contact ICon at [support@iconcontract.com](mailto:support@iconcontract.com) with any questions or comments you may have." At the bottom of the dashboard, there is a "Powered By: ICon" logo and a copyright notice: "Copyright © 2003-2006 ICon Professional Services. All rights reserved. All other trademarks and copyrights are the property of their respective holders. [Security/Privacy](#)".

\* *Options are accessed either from the menu bar on the left-hand side, or from the green menu tabs at the top of each page.*



## **C1. EDIT YOUR PROFILE**

- a. Go to <http://www.icon4client.com> and click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. Under **Existing Users**, enter your **User ID** and **Password** then click on **Login**
- c. Click on **Edit Your Account**

A screenshot of the ICon Contractor Service Site interface. At the top, there are three green navigation buttons: "PROJECTS", "EVALUATIONS", and "TIMECARDS / INVOICES". Below these is a dark blue header bar with the text "Welcome Test1 Contractor". On the left side, there is a dark blue vertical menu with links: "Logout", "Contact Us", "Edit Your Account", "Change Password", and "Reference Guide". A red arrow points to the "Edit Your Account" link with the text "Click here". The main content area is white and contains the text "Welcome to your ICon Service Site" followed by a paragraph: "ICon Professional Services is a national provider of Contingent Workforce Management Solutions, specializing in Independent Contractor Compliance." Below this is another paragraph: "Please contact ICon at [support@iconcontract.com](mailto:support@iconcontract.com) with any questions or comments you may have." At the bottom of the page, there is a "Powered By: ICon" logo and a small copyright notice: "Copyright © 2003-2006 ICon Professional Services. All rights reserved. All other trademarks and copyrights are the property of their respective holders. [Security/Privacy](#)".

d. Edit the relevant information

[Privacy Policy](#)  
We respect your personal information.  
[Find out more.](#)

**First Name**  **Last Name**

**Company**

**Address**

**Make edits...** →

**City**  **State**  **Zip Code**

**Phone Number**  
 -  -  ext.

**Fax**  
 -  -

**SSN**  
 -  -

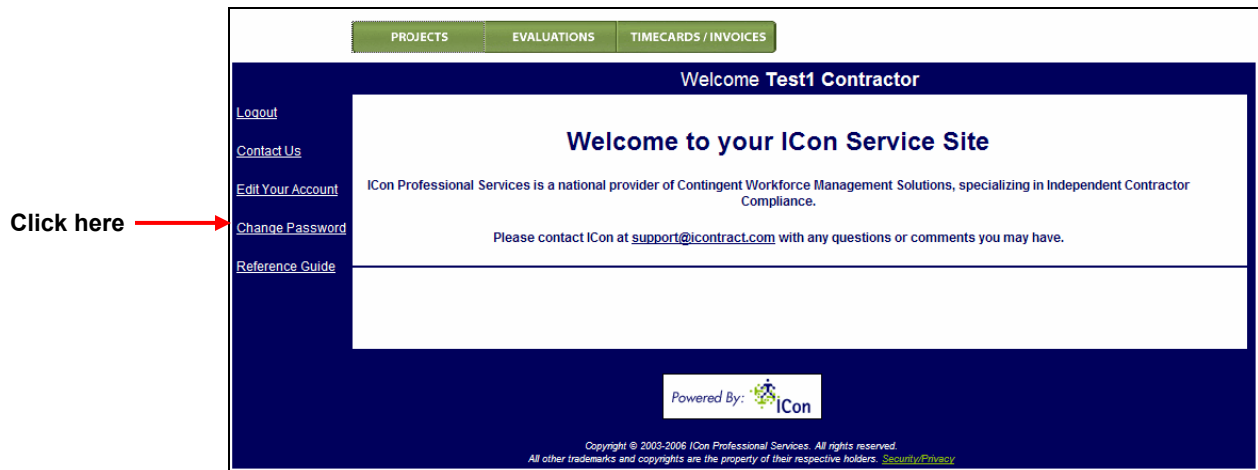
**Email Address**

← **Click Submit**

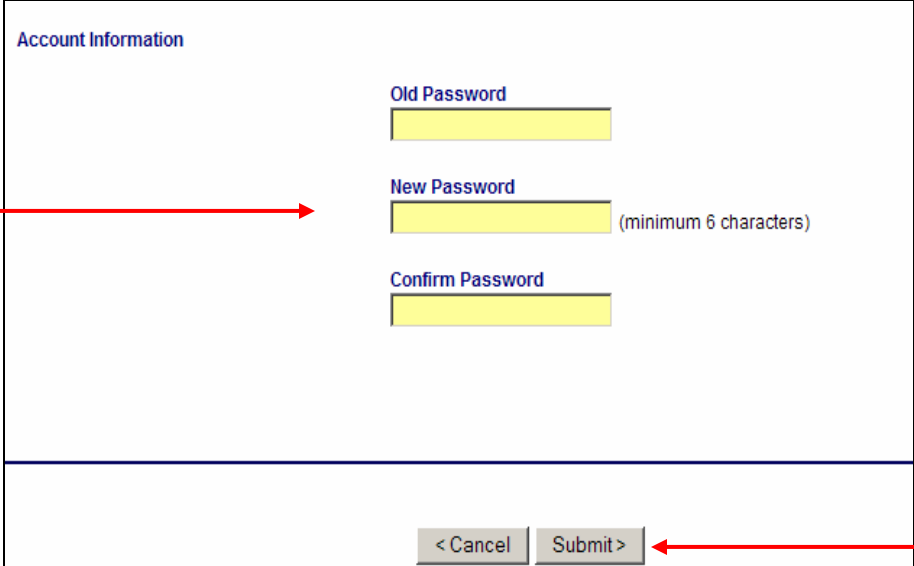
e. When finished, click on **Submit**

## C2. CHANGE YOUR PASSWORD

- a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. Under **Existing Users**, enter your User ID and Password, then click on **Login**
- c. Click on **Change Password**



- d. Change your password information and click on **Submit**



Account Information

Old Password

New Password (minimum 6 characters)

Confirm Password

< Cancel Submit >

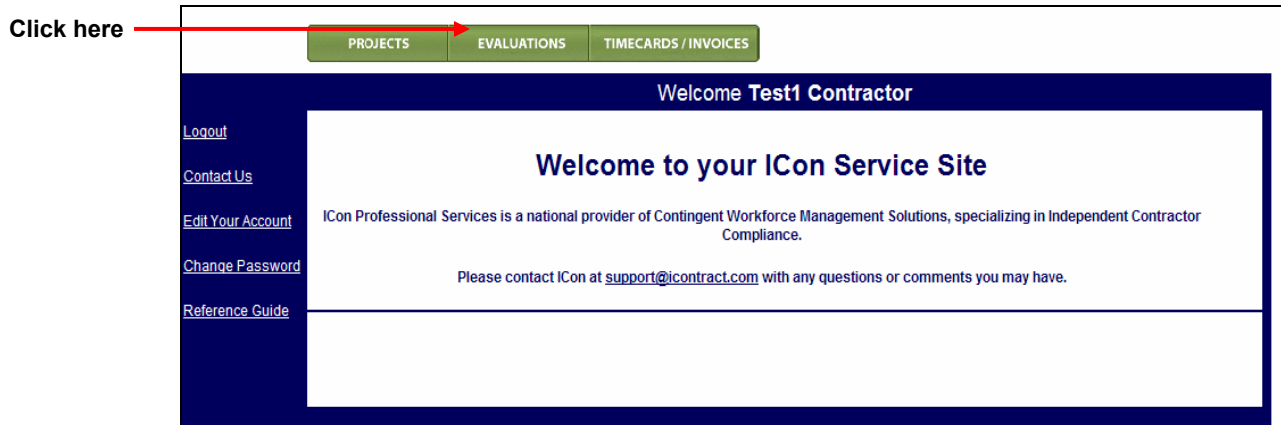
Edit your Password →

Click Submit →

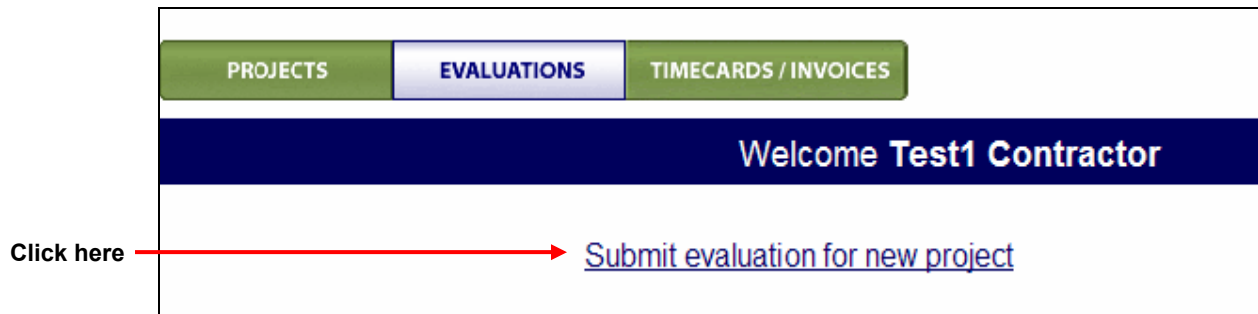


### **C3. SUBMIT EVALUATION FOR A NEW PROJECT**

- a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. Under **Existing Users**, enter your **User ID** and **Password**, then click on **Login**
- c. Click on the **Evaluations** tab



- d. Click on **Submit evaluation for new project**





- e. Enter the **Project Number** and **Temporary Password** sent to you via email which requested you complete the questionnaire and click **Submit**

Please enter the project number and password that was emailed to you.

**Project Number**

**Password**

Enter data

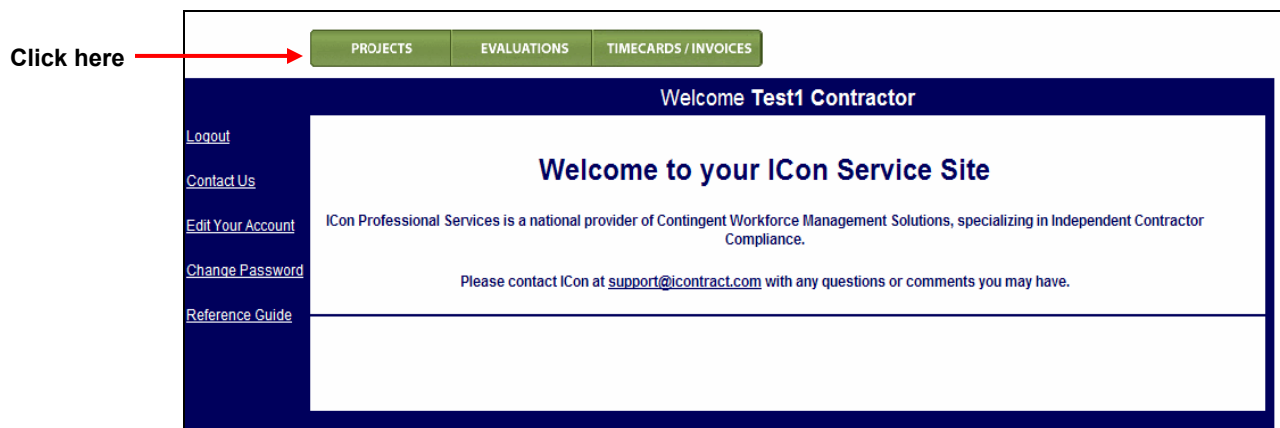
Click Submit

- f. Continue with the Classification process



#### **C4. SUBMITTING TIMECARDS –PAYROLLED CONTRACTORS ONLY**

- a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. To access your account, enter your **User ID** and **Password** under **Existing Users** and **Login**
- c. Click on the **Projects** tab





- d. A listing of your **Current Projects** will be found under the heading of the same name. Select the relevant project and click on **create timecard**. This will lead you directly to a blank timecard

<b>PROJECTS</b>	<b>EVALUATIONS</b>	<b>TIMECARDS / INVOICES</b>	
<b>Welcome Test1 Contractor</b>			
<b>Summary</b>			
Total pending for all projects		\$100.00	
Total earned to date for all projects		\$12,599.00	
<b>Current Projects</b>			
<a href="#">001-01-000001</a>	Demo Project #1	ICon DemoManager	<a href="#">create timecard</a>
<a href="#">001-01-000002</a>	Demo Project #2	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000003</a>	Demo Project #3	ICon DemoManager	<a href="#">submit request for payment</a>
<a href="#">001-01-000004</a>	Demo Project #4	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000005</a>	Demo Project #5	ICon DemoManager	-
<a href="#">001-01-000006</a>	Demo Project #6	ICon Demomanager2	-
<a href="#">001-01-000007</a>	test email exempt	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000008</a>	123123123	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000010</a>	s	ICon DemoManager	-

Click here to access to blank timecard





- e. Fill in all the details and click on **Submit** - notification that you have submitted a timecard will be sent to your Manager via **email**

**Employee ID** 123

**Project Number** 001-01-000001

**Job#** 5291

**First Name** Test1

**Last Name** Contractor

**Position** Copywriter

**Client Company** ICon Demo Company

**Work Phone** 123-456-7890

**Work State** CA

**Cost Center #** 123.12312.123.123.123.12.12.12

**Manager Name** ICon DemoManager

**Manager Title** Manager

**Select Week-Ending date** → **Week Ending Date (Sun):**

Hours Worked								
	2/12	2/13	2/14	2/15	2/16	2/17	2/18	
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hrs.
Regular Hrs.	8	8	8	8	8	0		40
Overtime Hrs.								0
Doubletime Hrs.								0
Total	8	8	8	8	8	0	0	40

< Cancel   Save >   **Submit >** ← **Click Submit**

\* When your Manager has either approved or denied your timecard, you will receive notification of this by **email**.

**Subject:** Timecard Approved for [redacted] - weekending 9/14/2003

Hello Kay,

Michael Soffel has approved your time card for the week ending 9/14/2003 for Project # 003-01-000599.

← **Timecard approval email**

**Subject:** Michael Soffel has denied your time card.

Dear Donna,

Michael Soffel has denied your time card for the week ending 8/31/2003 for Project # 003-01-000665.

← **Timecard denial email**



**C5. SUBMITTING PAYMENT REQUESTS**  
**PAYROLLED CONTRACTORS – MILESTONES PAYMENTS ONLY**

- \* You will receive an **email** similar to the one in Section A.2, which will contain a link to the ICon Payroll Enrollment Package, along with instructions on how to proceed.
- \* Once you have completed the payroll enrollment process, you will receive an **email** advising you of your Username and Password so you can submit a request for payment on-line.
  - a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
  - b. To access your account, enter your **User ID** and **Password** under **Existing Users**
  - c. A listing of your **Current Projects** will be found under the **Projects** tab. Select the relevant project and click on **submit request for payment**. This will lead you directly to an invoice

PROJECTS	EVALUATIONS	TIMECARDS / INVOICES
<b>Welcome Test1 Contractor</b>		
<b>Summary</b>		
Total pending for all projects		\$100.00
Total earned to date for all projects		\$12,599.00
<b>Current Projects</b>		
<a href="#">001-01-000001</a>	Demo Project #1	ICon DemoManager <a href="#">create timecard</a>
<a href="#">001-01-000002</a>	Demo Project #2	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000003</a>	Demo Project #3	ICon DemoManager <a href="#">submit request for payment</a>
<a href="#">001-01-000004</a>	Demo Project #4	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000005</a>	Demo Project #5	ICon DemoManager -
<a href="#">001-01-000006</a>	Demo Project #6	ICon Demomanager2 -
<a href="#">001-01-000007</a>	test email exempt	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000008</a>	123123123	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000010</a>	s	ICon DemoManager -

Click here to submit request for Milestone Payment

- d. Follow the three steps for submitting an invoice as set forth in Section C6



## TIMECARD HISTORY

- a. Click on the **Project Number** under the **Projects** tab

Click on Project Number for Project Summary page

PROJECTS	EVALUATIONS	TIMECARDS / INVOICES
Welcome Test1 Contractor		
<b>Summary</b>		
Total pending for all projects		\$100.00
Total earned to date for all projects		\$12,599.00
<b>Current Projects</b>		
<a href="#">001-01-000001</a>	Demo Project #1	ICon DemoManager <a href="#">create timecard</a>
<a href="#">001-01-000002</a>	Demo Project #2	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000003</a>	Demo Project #3	ICon DemoManager <a href="#">submit request for payment</a>
<a href="#">001-01-000004</a>	Demo Project #4	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000005</a>	Demo Project #5	ICon DemoManager -
<a href="#">001-01-000006</a>	Demo Project #6	ICon Demomanager2 -
<a href="#">001-01-000007</a>	test email exempt	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000008</a>	123123123	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000010</a>	s	ICon DemoManager -

- \* On the **Project Summary** page is a **List Timecards** link. This shows all the details of timecards submitted, including whether they have been approved, denied, or are still pending the attention of your Manager.

<b>Project Number</b> 001-01-000001	
<b>Project Start</b> 1/1/2007	
<b>Project End</b> 2/2/2007	<a href="#">Create Timecard</a>
<b>Project Status</b> Active	<a href="#">List Timecards</a> ← Click here



- b. To see more details of a particular timecard, click on view to the left of the week-ending date

	Week Ending Date	Company	Manager	Total Amount	Status	Approval Date
<a href="#">view</a>	12/31/2006	ICon Demo Company	ICon DemoManager	\$1,320.00	Approved	1/17/2007
<a href="#">view</a>	1/7/2007	ICon Demo Company	ICon DemoManager	\$1,815.00	Approved	n/a
<a href="#">view</a>	1/14/2007	ICon Demo Company	ICon DemoManager	\$1,650.00	Approved	1/19/2007
<a href="#">view</a>	1/21/2007	ICon Demo Company	ICon DemoManager	\$1,595.00	Approved	n/a
<a href="#">view</a>	1/28/2007	ICon Demo Company	ICon DemoManager	\$999.00	Approved	n/a
<a href="#">view</a>	1/28/2007	ICon Demo Company	ICon DemoManager	\$220.00	Approved	1/19/2007

Click view →



**C6. SUBMITTING INVOICES – QUALIFIED ICs ONLY**

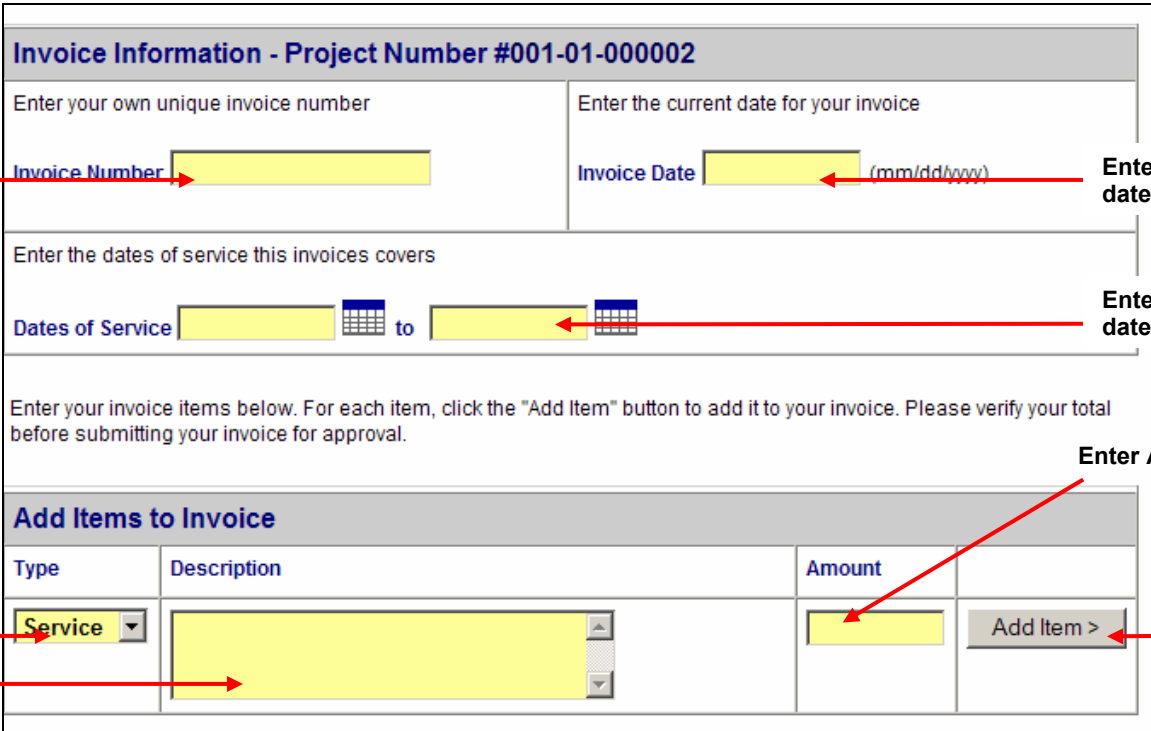
- a. Go to <http://www.icon4client.com>, click on **Contractor Login**, and follow the instructions to get to the **Contractor Login** page
- b. To access your account, enter your **User ID** and **Password** under **Existing Users**
- c. A listing of your **Current Projects** will be found under the **Projects** tab. Select the relevant project and click on **create invoice**. This will lead you directly to an invoice

<b>PROJECTS</b>	<b>EVALUATIONS</b>	<b>TIMECARDS / INVOICES</b>	
<b>Welcome Test1 Contractor</b>			
<b>Summary</b>			
Total pending for all projects		\$100.00	
Total earned to date for all projects		\$12,599.00	
<b>Current Projects</b>			
<a href="#">001-01-000001</a>	Demo Project #1	ICon DemoManager	<a href="#">create timecard</a>
<a href="#">001-01-000002</a>	Demo Project #2	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000003</a>	Demo Project #3	ICon DemoManager	<a href="#">submit request for payment</a>
<a href="#">001-01-000004</a>	Demo Project #4	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000005</a>	Demo Project #5	ICon DemoManager	-
<a href="#">001-01-000006</a>	Demo Project #6	ICon Demomanager2	-
<a href="#">001-01-000007</a>	test email exempt	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000008</a>	123123123	ICon DemoManager	<a href="#">create invoice</a>
<a href="#">001-01-000010</a>	s	ICon DemoManager	-

Click here to access an invoice

**Step 1 of 3 – Preparing an Invoice.**

- a. Enter all the required information



**Invoice Information - Project Number #001-01-000002**

Enter your own unique invoice number

Enter the current date for your invoice

Enter Invoice Number → Invoice Number  → Enter invoice date

Invoice Date  (mm/dd/yyyy) ←

Enter the dates of service this invoices covers

Dates of Service   to   ← Enter Service dates

Enter your invoice items below. For each item, click the "Add Item" button to add it to your invoice. Please verify your total before submitting your invoice for approval.

**Add Items to Invoice**

Type	Description	Amount	
Select Service or Expense → Service ▼	Enter Description → <input type="text"/>	Enter Amount → <input type="text"/>	Click Add Item Add Item >

- b. Click on **Add Item** after each line item entered



**Step 2 of 3 – Review & Print Invoice.**

- a. The Services and Expenses that you add to your invoice will appear on the draft invoice which appears at the bottom of invoice page
- b. When you have completed the invoice, click on the **Review & Submit Invoice** button at the bottom of the screen

Draft invoice

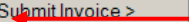


Once all your items are added below, click "Review & Print." You will be able to review & print your invoice before you submit it to the appropriate manager at your client for approval.

Items Added				
Item#	Type	Description	Amount	
1	Service	item 1	\$123.00	Delete Edit
2	Expense	expense 1	\$456.00	Delete Edit

Total Invoice Amount \$579.00

Click here when invoice is completed





**Step 3 of 3 – Submitting an Invoice.**

- a. Confirm that all the details are correct, and then click on **Submit Invoice**

**Invoice**

Invoice Number	<input type="text" value="123"/>	Invoice Date	<input type="text" value="1/1/2007"/> (mm/dd/yyyy)
Dates of Service	<input type="text" value="1/1/2007"/> to <input type="text" value="2/2/2007"/>		

Item#	Type	Description	Amount
1	Service	item 1	\$123.00
2	Expense	expense 1	\$456.00

**Total Invoice Amount \$579.00**

Click here to submit to Manager

- \* Notification that you have submitted an invoice will be sent to your Manager via **email**.
- \* When your Manager has approved or denied your invoice, you will receive notification of this by **email**. The email's text will include a link that will direct you to the original invoice.

**Subject:** Dennis Watson has approved your invoice

Hello Marcus,

Dennis Watson has approved your Invoice regarding Project #003-01-000646

Invoice approval email

**Subject:** Michael Soffel has denied an invoice for Project # 003-01-000640

Dear Peter,

Michael Soffel has denied your Invoice regarding Project #003-01-000640

Invoice denial email





## INVOICE HISTORY

- a. Click on the **Project Number** under the **Current Projects** banner.

Click Project Number for Project Summary page →

PROJECTS	EVALUATIONS	TIMECARDS / INVOICES
Welcome Test1 Contractor		
<b>Summary</b>		
Total pending for all projects		\$100.00
Total earned to date for all projects		\$12,599.00
<b>Current Projects</b>		
<a href="#">001-01-000001</a>	Demo Project #1	ICon DemoManager <a href="#">create timecard</a>
<a href="#">001-01-000002</a>	Demo Project #2	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000003</a>	Demo Project #3	ICon DemoManager <a href="#">submit request for payment</a>
<a href="#">001-01-000004</a>	Demo Project #4	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000005</a>	Demo Project #5	ICon DemoManager -
<a href="#">001-01-000006</a>	Demo Project #6	ICon Demomanager2 -
<a href="#">001-01-000007</a>	test email exempt	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000008</a>	123123123	ICon DemoManager <a href="#">create invoice</a>
<a href="#">001-01-000010</a>	s	ICon DemoManager -

- \* On the **Project Summary** page is a **List Invoices** link. This shows all the details of invoices submitted, including whether they have been approved, denied, or are still pending the attention of your Manager.

<b>Project Number</b>	001-01-000002	
<b>Project Start</b>	2/2/2007	
<b>Project End</b>	2/2/2008	<a href="#">Create Invoice</a>
<b>Project Status</b>	Active	<a href="#">List Invoices</a> ← Click here



- b. To see more details of a particular invoice, click on view to the left of the invoice number

Invoice List for Project Number: 001-01-000004

Messages

	<u>Invoice #</u> ▲	<u>Date</u>	<u>Project Number</u>	<u>Amount</u>	<u>Status</u>	<u>Approval Date</u>
<a href="#">edit</a>	666666	5/5/2007	001-01-000004	\$500.99	Saved	n/a
<a href="#">view</a>	7777	1/1/2007	001-01-000004	\$100.00	Pending	n/a

Click view for invoice details →

< Back

- c. To edit an invoice that has not yet been submitted, click on edit to the left of the invoice number



## INVOICE / TIMESHEET SUMMARY

\* This screen shows a summary of all projects, timecards & invoices for the contractor.

a. Click on the **Timecards / Invoices** tab.

The screenshot shows a web browser window titled "Contractor Menu - Microsoft Internet Explorer". The address bar shows the URL "http://204.11.229.111/WMS/TabMenuTimecardsInvoicesContractor.asp". The page has a navigation menu with three tabs: "PROJECTS", "EVALUATIONS", and "TIMECARDS / INVOICES". The "TIMECARDS / INVOICES" tab is selected and highlighted in blue. A red arrow points to this tab with the text "Click here".

The main content area is titled "Welcome Test1 Contractor" and contains three tables:

Current Projects			
001-01-000001	Demo Project #1	ICon DemoManager	<a href="#">create timecard</a>
001-01-000002	Demo Project #2	ICon DemoManager	<a href="#">create invoice</a>
001-01-000003	Demo Project #3	ICon DemoManager	<a href="#">submit request for payment</a>
001-01-000004	Demo Project #4	ICon DemoManager	<a href="#">create invoice</a>
001-01-000005	Demo Project #5	ICon DemoManager	-
001-01-000006	Demo Project #6	ICon Demomanager2	-
001-01-000007	test email exempt	ICon DemoManager	<a href="#">create invoice</a>
001-01-000008	123123123	ICon DemoManager	<a href="#">create invoice</a>
001-01-000010	s	ICon DemoManager	-

Saved Timecards			
2/11/2007	ICon Demo Company	ICon DemoManager	\$1,925.00

Saved Invoices			
1/1/2007	ICon Demo Client	ICon DemoManager	\$579.00
5/5/2007	ICon Demo Client	ICon DemoManager	\$500.99

b. To see more details of a particular project, click on the **Project Number**.

c. Where applicable, you can create a timecard, create an invoice, or submit a request for payment, depending upon the status of each project.

d. Any timecards that you have created but not yet submitted will be listed in the **Saved Timecards** section. Click on the timecard date to edit the timecard.

e. Any invoices that you have created but not yet submitted will be listed in the **Saved Invoices** section. Click on the invoice date to edit the invoice.