

INSTRUCTIONS

- Log into [CoreConnect](#).
 - FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.
 - FOR EXTERNAL USERS:** If you do **not** have a CHLA email and password, select **Priority Software Account** (email address and unique password) to sign in.

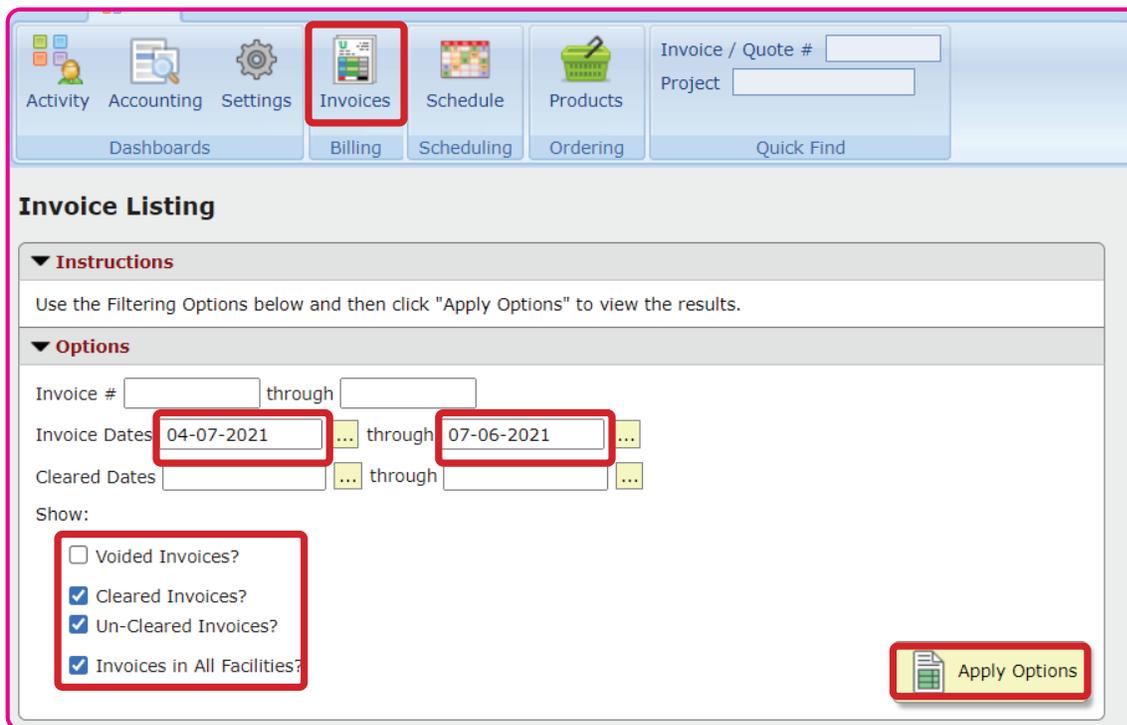
Logon using:

CHLA Domain Username

Priority Software Account



- Select the **drop menu** from the Invoice Icon from the Operations tab.
- Select the **date** and check off **items** from the **Show** filter section. Then click **Apply Options**.



The screenshot shows the CoreConnect navigation bar with the 'Invoices' icon highlighted. Below it, the 'Invoice Listing' section is visible. Under 'Instructions', it says to use filtering options and click 'Apply Options'. Under 'Options', there are fields for 'Invoice #', 'Invoice Dates' (04-07-2021 through 07-06-2021), and 'Cleared Dates'. A 'Show:' section contains checkboxes for 'Voided Invoices?', 'Cleared Invoices?', 'Un-Cleared Invoices?', and 'Invoices in All Facilities?'. An 'Apply Options' button is located at the bottom right of the options section.

- Invoices will reflect below if applicable.

Facility Code	Facility Name	Invoice #	Order Reference	Invoice Date	Project	Project Name	Charge	Payments	Balance	Payment Method	Status
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