COVID-19 Monthly Attendance Sheet Upload Instructions

Note: The COVID-19 Monthly Attendance is required if you are billing absences due to COVID-19 and is in addition to the regular eBilling invoice.

- 1. Download the COVID-19 Monthly Attendance Sheet and save it.
- 2. Complete the COVID-19 Monthly Attendance Sheet and save it again.
- 3. Complete the eBilling invoice.
- 4. Upload the attendance sheet as follows:
 - a. Select the first consumer on your invoice
 - b. On the top right corner, click on the middle document icon.

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c. You should see the page below. Click the Select button and find the COVID-19 Monthly Attendance Sheet that you saved in Step 2 above.

File Uploads			
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d. Click on the file and it will show as noted below, then click open.

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File	name COVID-19MonthlyAttendanceSheet (EXAMPLE UPLOAD)	 ✓ All Files (*.*) Open 	cel

e. The file will show as noted. Click the Upload button.



f. If done correctly, the file will appear as noted in the example below. You are done. Click Cancel.

File Uploads								
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Name	Size	Туре	Download	Ø DELETE)				
COVID-19MonthlyAttendanceSheet (EXAMPLE UPLOAD).xlsx	14236	application/vnd.openxmlformats	(DOWNLOAD					
(EXAMPLE UPLÓAD).xlsx								

g. Follow the normal steps to complete your invoice.

Make sure that you click the Submit button.

You are done!