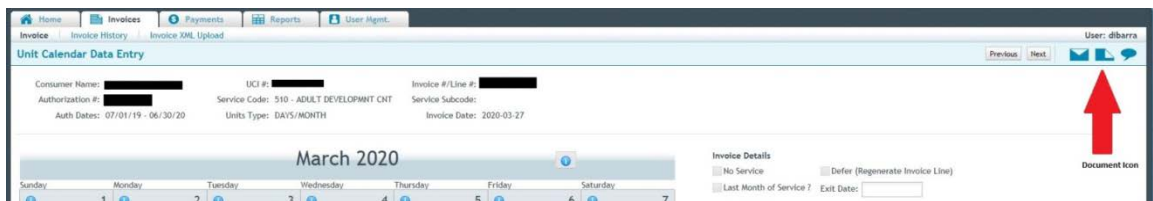


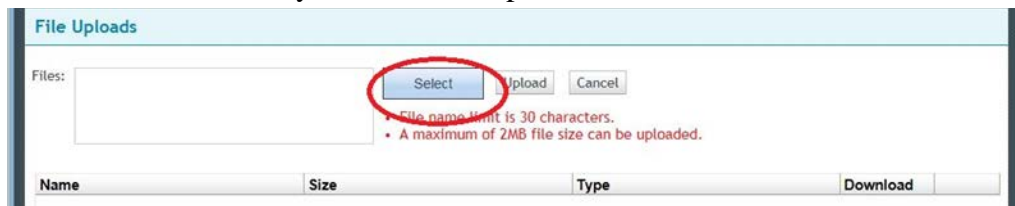
# COVID-19 Monthly Attendance Sheet Upload Instructions

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.

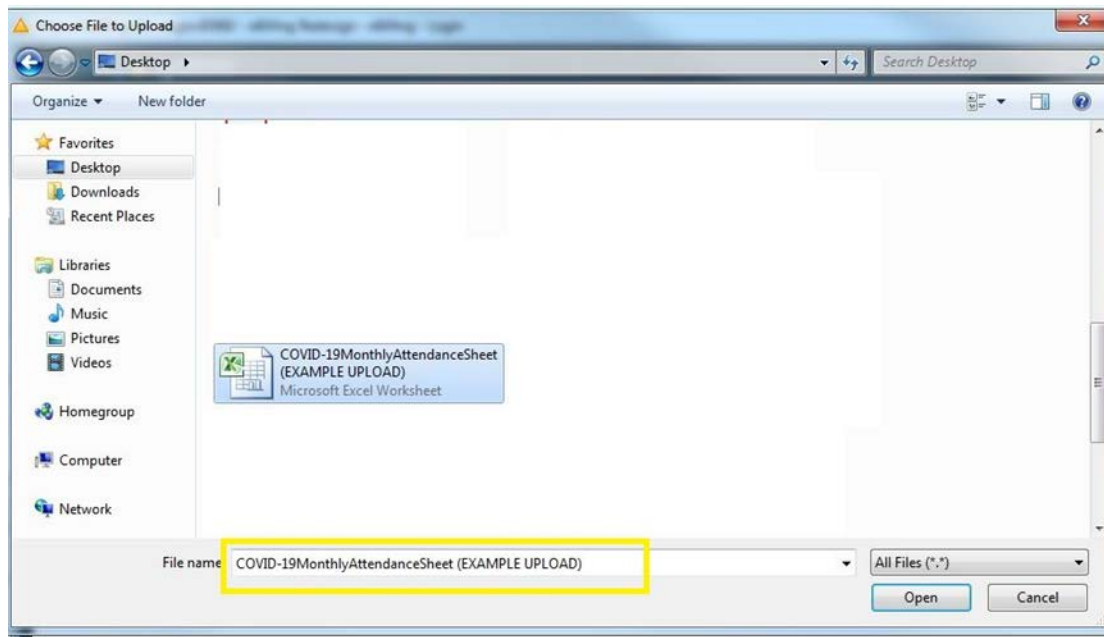
1. Download the COVID-19 Monthly Attendance Sheet and save it.
2. Complete the COVID-19 Monthly Attendance Sheet and save it again.
3. Complete the eBilling invoice.
4. Upload the attendance sheet as follows:
  - a. Select the first consumer on your invoice
  - b. On the top right corner, click on the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



- 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.



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



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

**File Uploads**

Files: COVID-19MonthlyAttendanceSheet (EXAMPLE UPLOAD).xlsx

Select Upload Cancel

- File name limit is 30 characters.
- A maximum of 2MB file size can be uploaded.

Name	Size	Type	Download
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- f. If done correctly, the file will appear as noted in the example below. You are done. Click Cancel.

**File Uploads**

Files:

Select Upload Cancel

- File name limit is 30 characters.
- A maximum of 2MB file size can be uploaded.

Name	Size	Type	Download
COVID-19MonthlyAttendanceSheet (EXAMPLE UPLOAD).xlsx	14236	application/vnd.openxmlformats	DOWNLOAD DELETE

- g. Follow the normal steps to complete your invoice.

Make sure that you click the Submit button.

You are done!