Let's make sure you are ready to start using Online Invoice Approval!

- ☐ Download & review the Online Invoice Approval Guide

- ☐ Ensure you have upgraded to both Strata Master Version 12.5 and File Smart Version 8.0

- ☐ Navigate to the Online Invoice Approval page of the Communicator Configuration Tool on your server

- ☐ Review and accept the Terms & Conditions and monthly subscription costs

- ☐ Activate Online Invoice Approval for your Agency (Page 1)

- ☐ Setup your team with Online Invoice Approval access rights (Page 1)

- ☐ Setup your Committee Members as Approvers for each of your plans (Page 2)

- ☐ Specify any required Invoice Approval default criteria for each of your plans (Page4-5)

- ☐ Review and rename your Online Invoice Approval Templates (Page 6)

- ☐ You are now ready to start the Online Invoice Approval process (Page 6 onwards)

mri **strata master**