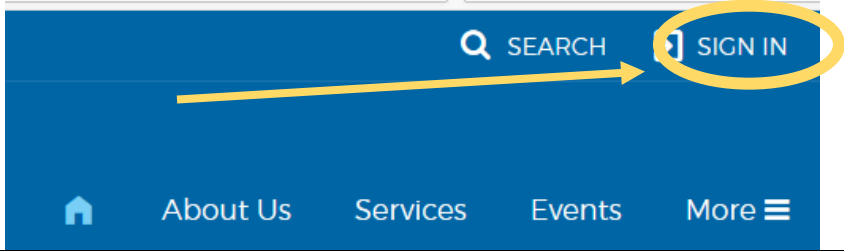

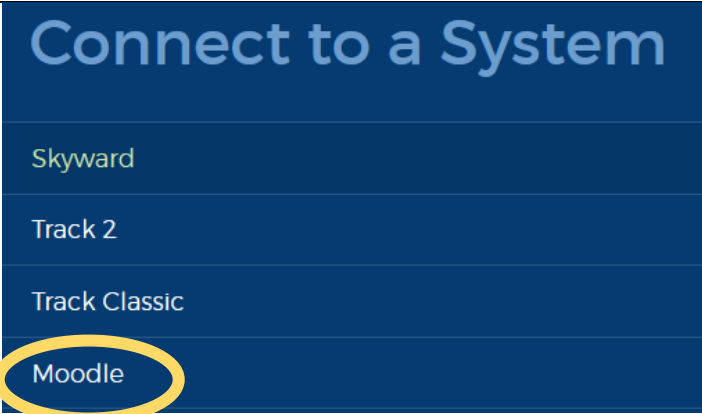
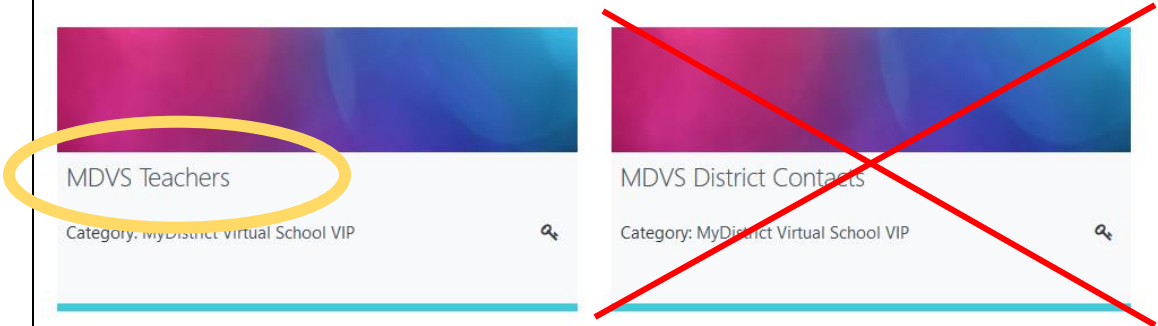
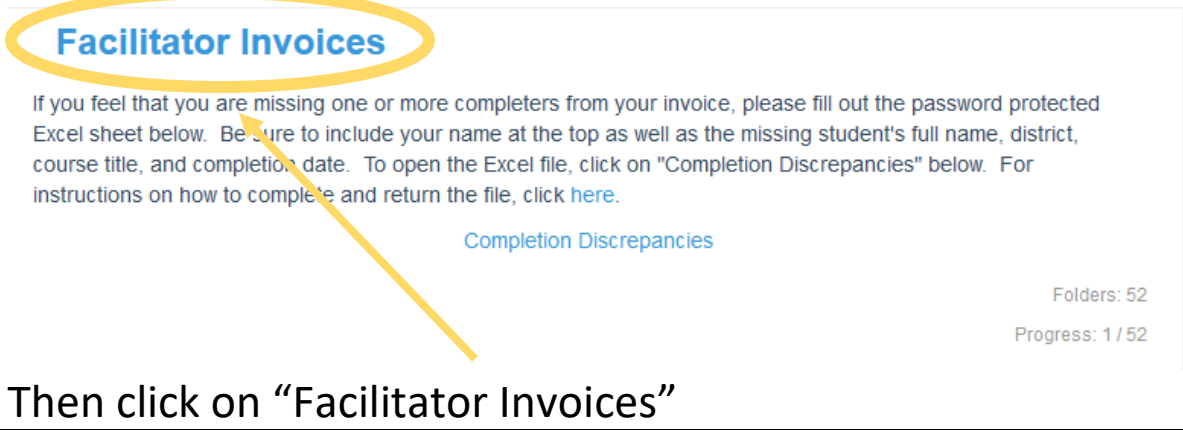






## To retrieve your invoice:

Step 1	Go to: <a href="https://www.nefec.org/">https://www.nefec.org/</a>
Step 2	Click "Sign In" and sign in with your Google email or create a sign in: 
Step 3	Click on: 
Step 4	Click on: 
Step 5	Scroll down and click on: 
Step 6	If prompted for a course key enter: <b>email</b> <a href="mailto:symondsh@nefec.org">symondsh@nefec.org</a> or <a href="mailto:registerc@nefec.org">registerc@nefec.org</a>

<p>Step 7</p>	<p>Scroll down and read the directions carefully:</p>  <p><b>Facilitator Invoices</b></p> <p>If you feel that you are missing one or more completers from your invoice, please fill out the password protected Excel sheet below. Be sure to include your name at the top as well as the missing student's full name, district, course title, and completion date. To open the Excel file, click on "Completion Discrepancies" below. For instructions on how to complete and return the file, click <a href="#">here</a>.</p> <p><a href="#">Completion Discrepancies</a></p> <p>Folders: 52 Progress: 1 / 52</p>
<p>Step 8</p>	<p>Then click on “Facilitator Invoices”</p>
<p>Step 9</p>	 <p>Find your folder and click on it: Example:</p>
<p>Step 10</p>	<p>View the spreadsheet with your completers and the invoice of what you will be getting paid</p> <p>Example:  Mitchell_Cycle1Inv.xlsx  Mitchell-16-17-Cycle1InvBackup.pdf</p>
<p>Reminder</p>	<p>REMEMBER: Do not send any confidential student information back without password protecting it – </p>
<p>Warning</p>	<p>Please read all of Heather’s detailed instructions first, before contacting her with questions. Thank you.</p>