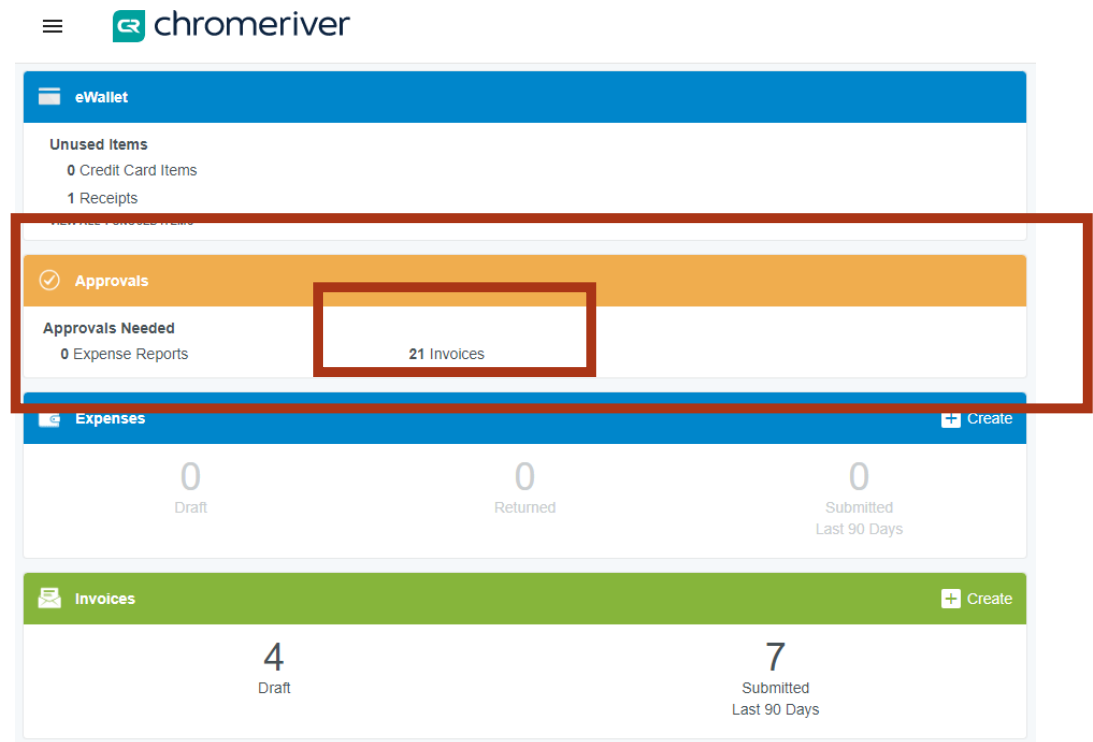


Approving an Invoice for Payment

- You will receive an email stating that there are items for you to approve in Chrome River Invoice
- Log into Chrome River
- In the Approvals section of the landing page, you will see how many invoices are needing your approval. Click on “# Invoices” – a list will appear
- Click on the invoice you would like to review/approve



Approving an Invoice for Payment

- To edit for all items become available for change

- If you want to return it to sender or another employee

- If you are ready to submit
 - Here you can send to additional reviewers and add comments

