

# 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

The screenshot shows the Chrome River dashboard interface. At the top, there is a navigation bar with the Chrome River logo and the text "chromeriver". Below this, there are several sections:

- eWallet** section: Includes "Unused Items" with 0 Credit Card Items and 1 Receipts.
- Approvals** section: This section is highlighted with a red box. It shows "Approvals Needed" with 0 Expense Reports and 21 Invoices. The number "21 Invoices" is also highlighted with a red box.
- Expenses** section: Includes a "Create" button and three metrics: 0 Draft, 0 Returned, and 0 Submitted Last 90 Days.
- Invoices** section: Includes a "Create" button and two metrics: 4 Draft and 7 Submitted Last 90 Days.

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- 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

