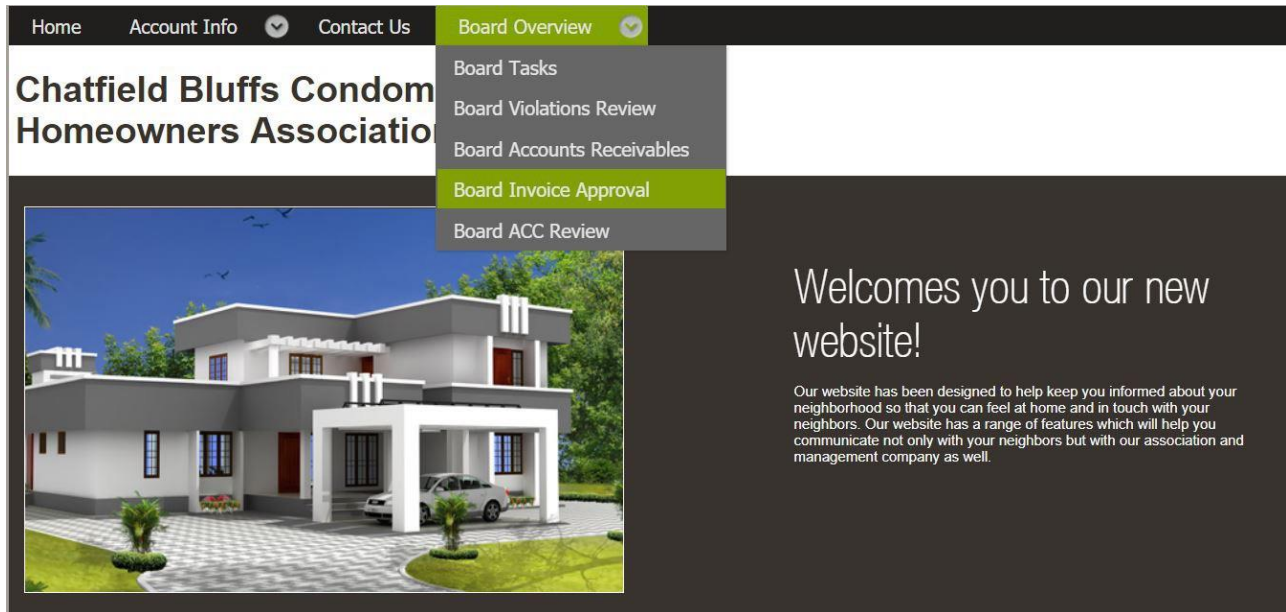
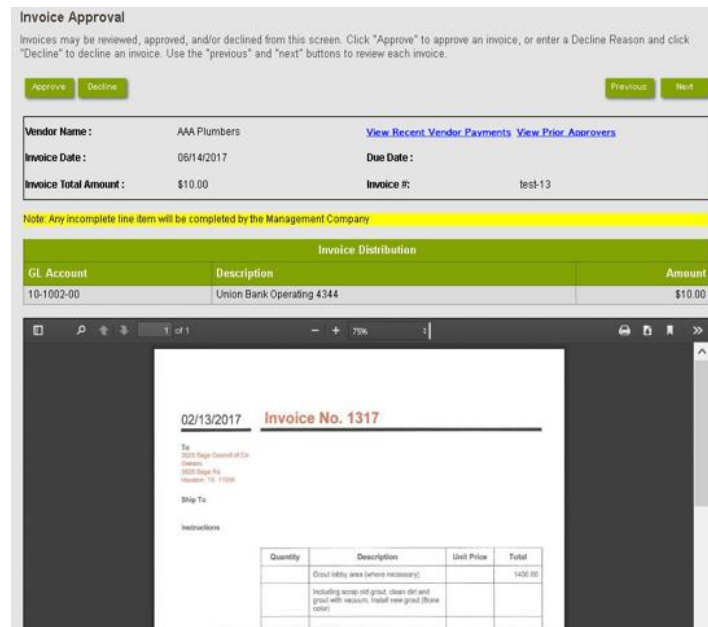


Board Invoice Approval



1. Go to hgmanage.com
2. Select the “**Client Account Access**” button at the top, or the “**Access Your Account**” button on the top right or bottom left.
3. Log-in with your login information
4. Go to **Board Overview > Board Invoice Approval**
5. You will see “**Invoice Approval,**” along with the following information:
 - Vendor name
 - Invoice date
 - Invoice total amount
 - Due date
 - Invoice number
 - Invoice image(s) and associated GL’s
6. Select “**Approve**” or “**Decline**” at the top of the page
 - a. If declining, you will be required to enter a “**Decline Reason**”



Note: there are hyperlinks to view “recent vendor payments” and “view prior approvers” at the top of the page.

Need help? Call 303-804-9800 or email accounting@hgmanage.com