

Viewing an Invoice

The attendance for the ASP program is billed weekly after it occurs. Account Owners (Enrolling Adults) have the ability to view their invoices once it is processed and posted to the accounts. A new invoice will be posted each Monday.

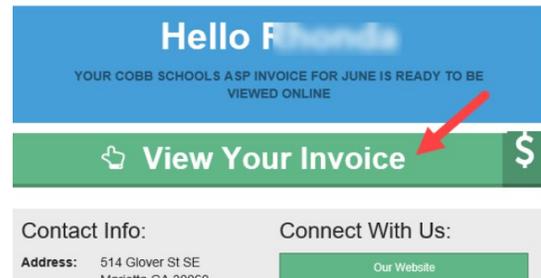
Notification will be delivered to the email account that was registered initially when the Enrolling Adult (Owner) created the Eleyo account.

1. The subject of the email will be as follows:

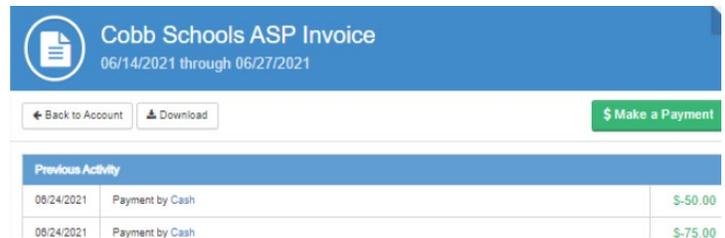
From: Cobb Schools ASP
 Date: August 19, 2021 at 10:54:49 AM EDT
 To: R...
 Subject: Your ASP invoice for June is ready to be viewed online



2. Upon opening the email, the following graphic is displayed. The account owner (Enrolling Adult) will click on the green "View Your Invoice" box.

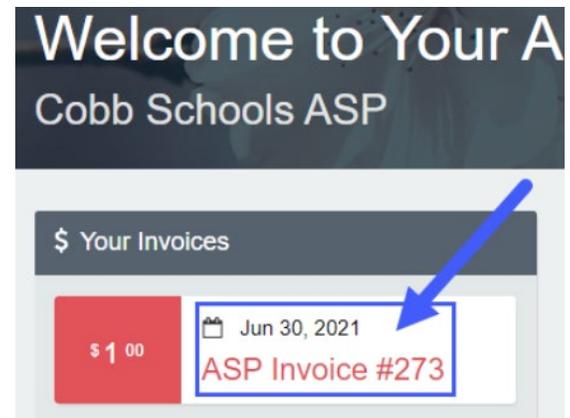


3. The invoice will now be displayed on the screen and is printable from here.



4. If the email has been deleted, the invoice can be accessed from the account dashboard within Eleyo.

5. Once on the dashboard of the Eleyo account, click on ASP Invoice#XXX to open the invoice. The invoice can be viewed and printed from here.



If you have any questions, please contact your school's ASP Director