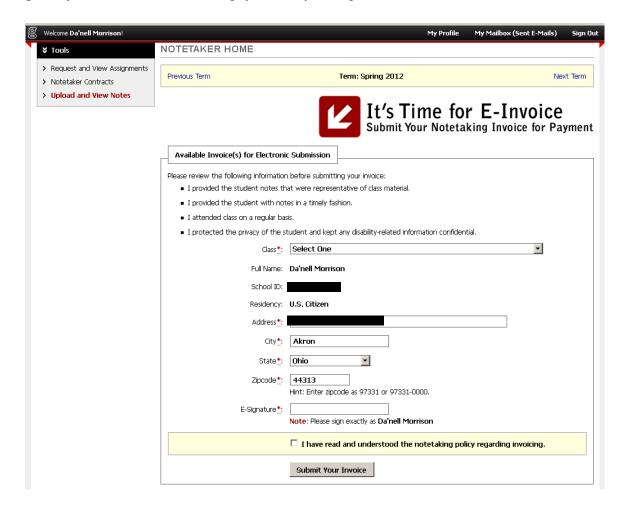# Signing Notetaker Invoice

STEP ONE: Log-in to your account at **https://york.accessiblelearning.com/Akron.**

- Click Notetaker tab at the top of the screen
- On the 12th week of the semester, a new screen will appear that prompts you to sign your E-invoice
- You will need to initiate the invoice by verifying that you provided notes

STEP TWO: Verify your information on the invoice to receive payment.

- Add your "E-Signature"
- Mark the box "I have read and understood the notetaking policy regarding invoicing."
- Click "Submit Your Invoice"
- If not signed by the end of the semester, payment to your Zip Card will be withheld

STEP THREE: You will receive a 'Copy of E-Invoice' email to your UA email account confirming STARS received your E-Invoice for the class.

- If taking notes for multiple classes, you will receive separate emails for each class.
- The student for whom you took notes will now sign the E-Invoice and rate your services.
- After the E-Invoice is received from the student, we will process your payment for the end of the semester. Payment is in the form of money being credited to your All-Campus Zip Card Account.
- You will see 'completed' next to their course, like below, indicating there payment is being issued.