

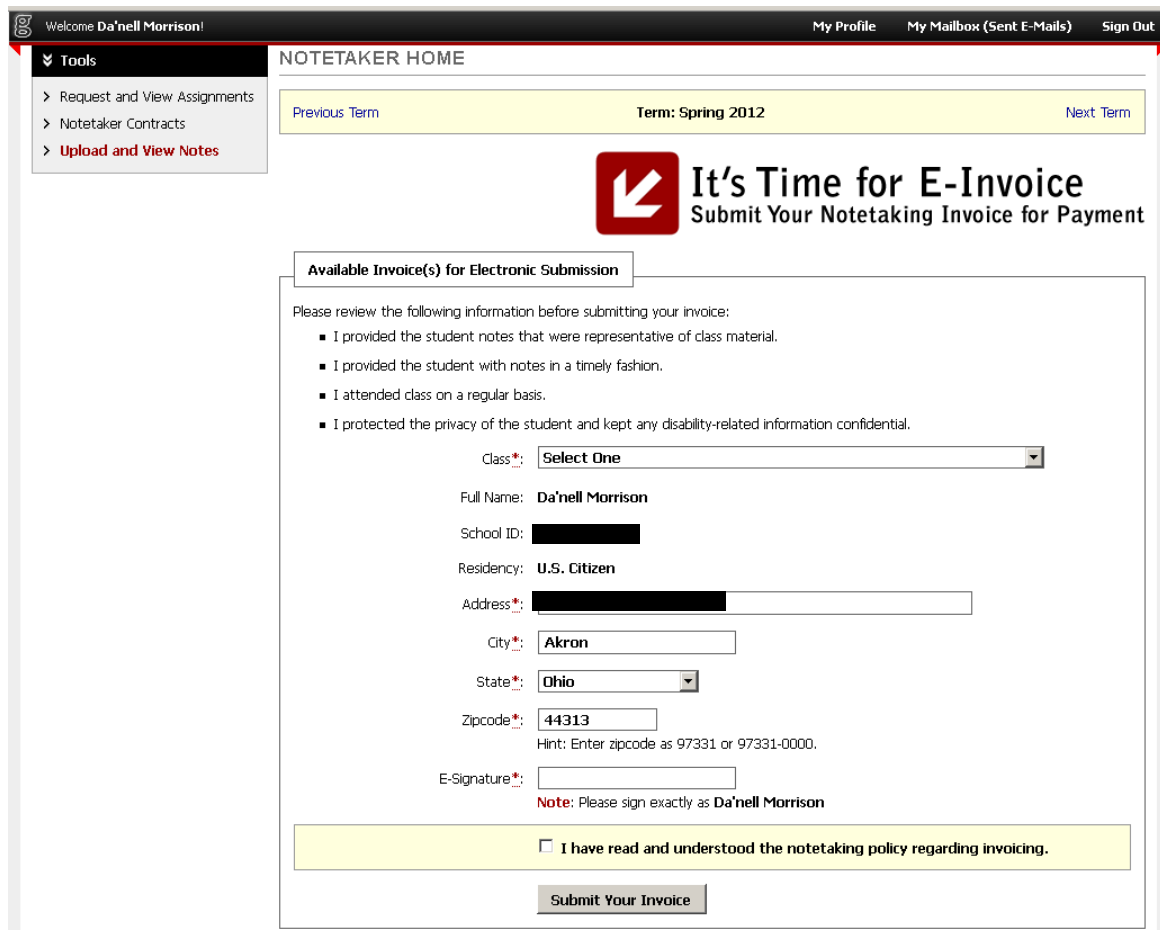
Signing Notetaker Invoice

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



The screenshot shows the 'NOTETAKER HOME' page. At the top, there is a navigation bar with 'Welcome Da'neil Morrison!', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. A left sidebar contains a 'Tools' menu with options: 'Request and View Assignments', 'Notetaker Contracts', and 'Upload and View Notes'. The main content area features a yellow banner for 'Term: Spring 2012' with 'Previous Term' and 'Next Term' links. Below this is a red arrow icon and the text 'It's Time for E-Invoice Submit Your Notetaking Invoice for Payment'. The 'Available Invoice(s) for Electronic Submission' section contains a list of four checkboxes for verification, a 'Class' dropdown menu, and a form with the following fields: 'Full Name: Da'neil Morrison', 'School ID: [redacted]', 'Residency: U.S. Citizen', 'Address: [redacted]', 'City: Akron', 'State: Ohio', 'Zipcode: 44313', and 'E-Signature: [redacted]'. A hint below the zip code reads 'Hint: Enter zipcode as 97331 or 97331-0000.' A 'Note' states 'Please sign exactly as Da'neil Morrison'. At the bottom of the form is a checkbox for 'I have read and understood the notetaking policy regarding invoicing.' and a 'Submit Your Invoice' button.

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.