## INSTRUCTIONS

1. Log into CoreConnect.

   - **FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.

   - **FOR EXTERNAL USERS:** If you do **not** have a CHLA email and password, select **Priority Software Account** (email address and unique password) to sign in.

2. Select the **drop menu** from the Invoice Icon from the Operations tab.

3. Select the **date** and check off **items** from the **Show** filter section. Then click **Apply Options**.
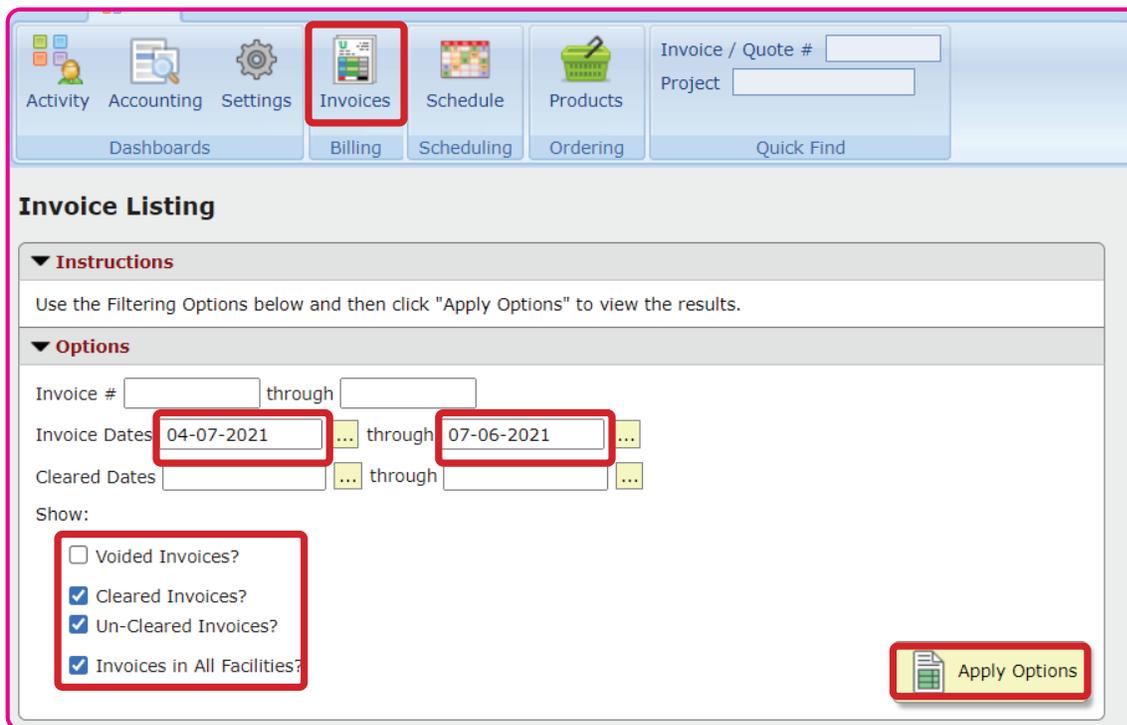
4. Invoices will reflect below if applicable.