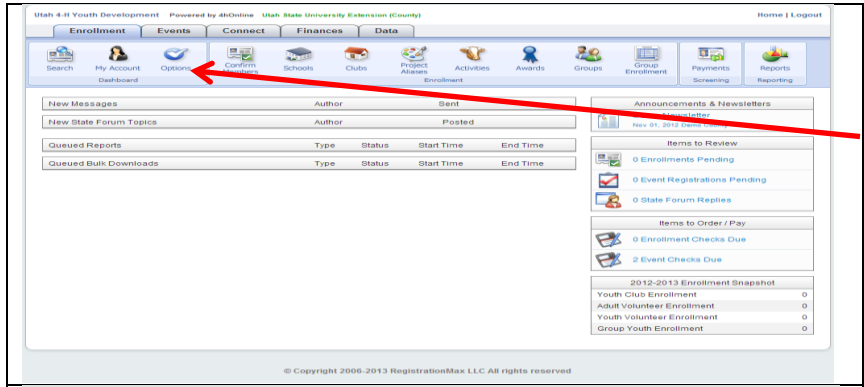
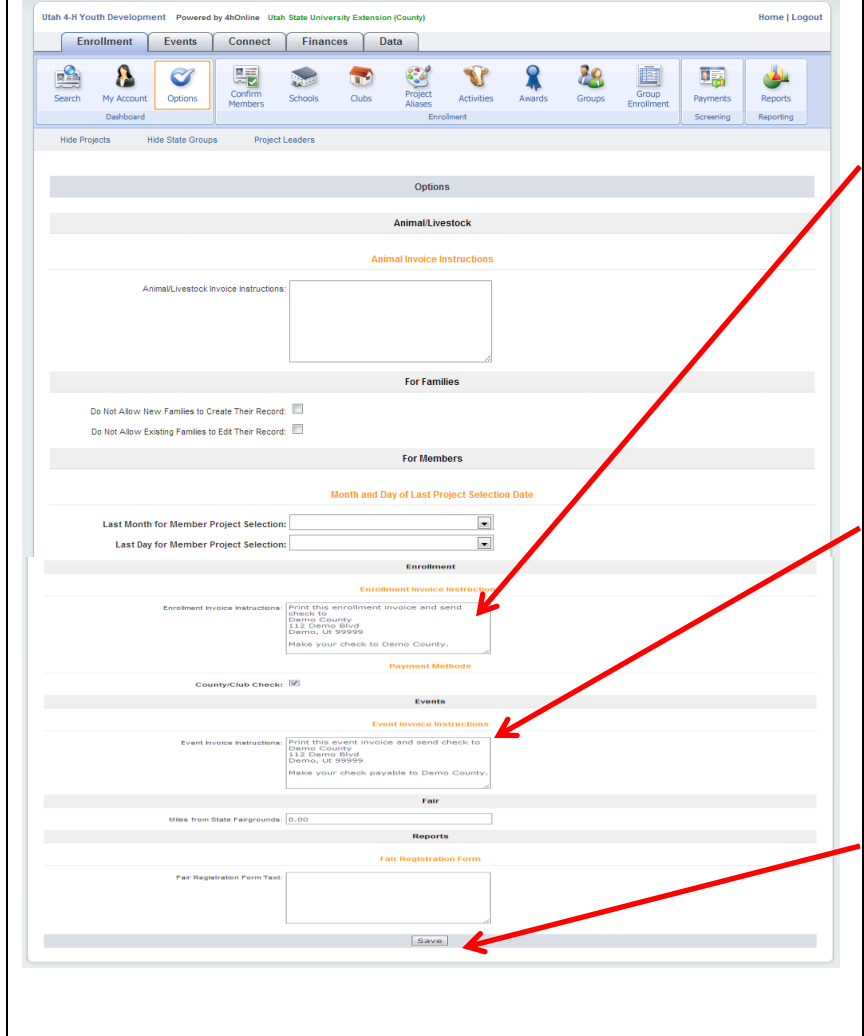


## Setting Invoice Instructions in ut4-Honline.

	<p>1. Log into ut4-Honline in the county manager role.</p> <p>2. Select the Options icon located in the Enrollment tab.</p>
	<p>3. Enter instructions you want to show up with member's enrollment and event invoices.</p> <p>The "Enrollment Invoice Instructions" accompany the member's enrollment approval email. If you leave these instructions blank then the default instructions are to contact your county office. This box enables each county to put county specific enrollment invoice instructions such as address, telephone number, contact name, etc.</p> <p>The "Event Invoice Instructions" you put in this text box will be your county's default for event invoice instructions. This allows each county to personalize this message to your county. If you leave this box blank the default message will be "Please send your payment to your county office with a copy of this invoice."</p> <p>4. Press save</p>