1. Log into Priority Software FBS using your USC NetID. Please have the Invoice Number handy. This can be found in the dispute email and/or searching for it in the Invoice icon under the Operations tab.

2. From the Operations tab, enter the Invoice Number into the Document # and hit Enter from your keyboard to search.

3. Once the invoice is called up on screen, scroll down and click Void this Document. This will bring all items back to the eLog for edits/refunds.