1. Log into Priority Software FBS using your USC NetID.

2. Click eLog under Operations tab to view all posted orders to process.

3. Scroll down to view and verify all orders. Double click the order line to make edits.
4. Once all items are verified and ready to process, either check the Approved? box for each order or use the Approve All button; then click Create.

5. After the Create button, verify the information on screen and click Create Documents button.

6. In the next screen, a pop-up window will display a summary of all charges approved up to this point. Select Review Documents when ready.
7. Review the actual invoice document and select **Mark All as Reviewed**.

8. Then click **Email All Documents** to complete the invoicing process. *Invoices will be sent directly to the PI and/or any lab members listed for copies. No further action is required from the core after this point.*