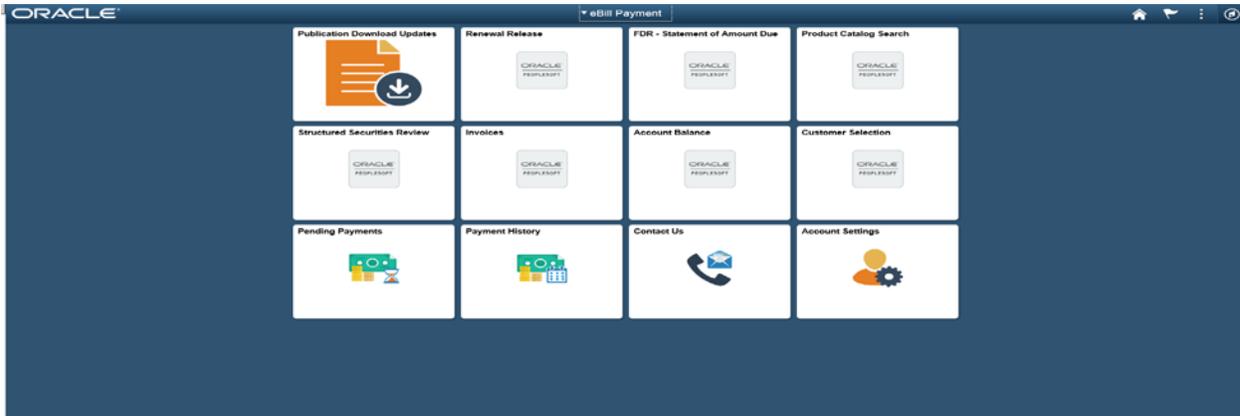
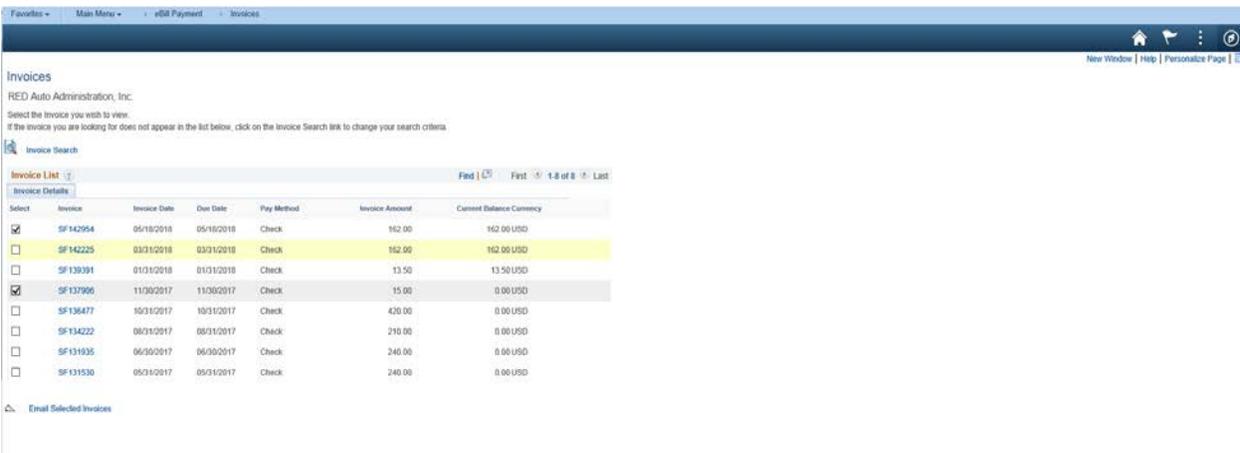


PeopleSoft Account Manager "Email Copy of Invoice"

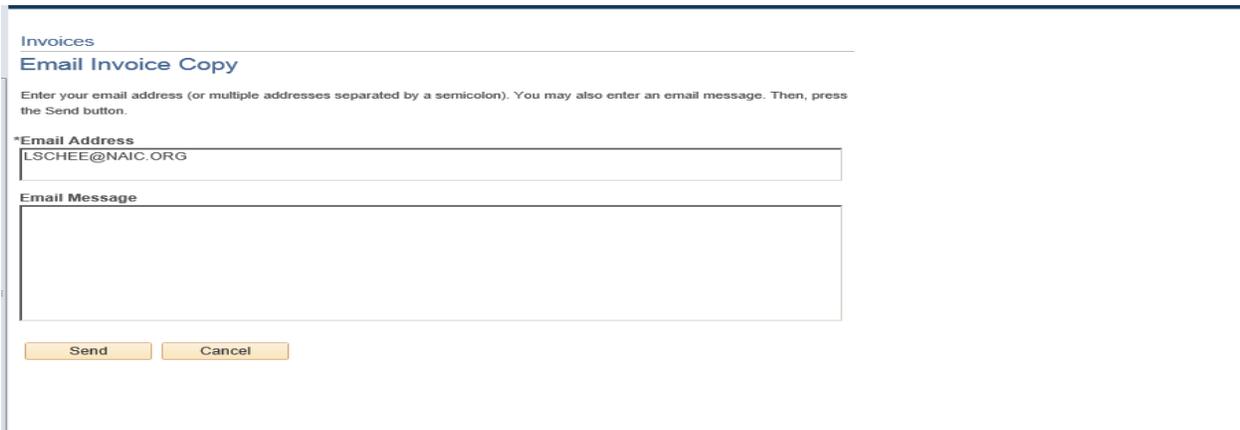
Customer/Contact logs into the NAIC Account Manager
Click on Invoices



Check box next to the invoice you want to email (you may select as many as you need)
Click Email Selected Invoices



Confirm that the email address is correct and click send



You will get a confirmation that the email was sent

Invoice Copy Request



Your request for an invoice copy was successful.

OK