Huseby *Community* Resource *Portal:* **Payments**

1) Log-in to Resource Portal and click PAYMENTS tab to see pay date, amount, payment status...

Important: *Click drop-down, choose 'My Payments' as view, then PIN to make default view.* ▶

Submitted = Pending
Draft = Scheduled
Paid = Distributed

Job Invitations   My Jobs   **Payments**   Calendar

My Payments ▼ 📌

33 items • Sorted by Payment Number • Filtered by My payments – Status

	Payment Number ↑	Work Order	Case Name	Job Date	Payment Date	Payment Total	Status	Payment Memo
1	PAY-0003113	000015233	Melvin R Freed vs. Renee Frong	9/6/2023	9/16/2023	$1,374.92	Paid	
2	PAY-0004802	000011822	James Rodriguez vs. Jeremy Hatchu, et al.	8/30/2023	9/23/2023	$473.00	Paid	
3	PAY-0004822	000011828	James Rodriguez vs. Jeremy Hatchu, et al.	8/30/2023	9/23/2023	$192.50	Paid	

2) To view further payment details, click on a PAYMENT NUMBER.

NOTES: *Work Order numbers are also clickable. Use your own invoice number? It will appear in Payment Memo column.*

3) Here you'll see additional payment information, such as firm name and ordering contact.

💵 Payment
PAY-0003113

Payment Date	Payment Total	Status
9/16/2023	$1,379.92	Paid

Payment Number
PAY-0003113

Payment Memo ℹ️

Do you use a personal invoice number? If so, it would appear here.

Case Name
Melvin R Freed vs. Renee Frong

Firm Name
Green & Green LLP

Ordering Contact Name
Jon Green, III

Work Order
000015233

Status
Paid

Job Date
9/6/2023

Payment Date
9/16/2023

Payment Total ℹ️
$1,379.92

VIEW PAYMENT LINE ITEMS ➡️

✉️ **scole@huseby.com**

11.1.23

![Huseby logo]

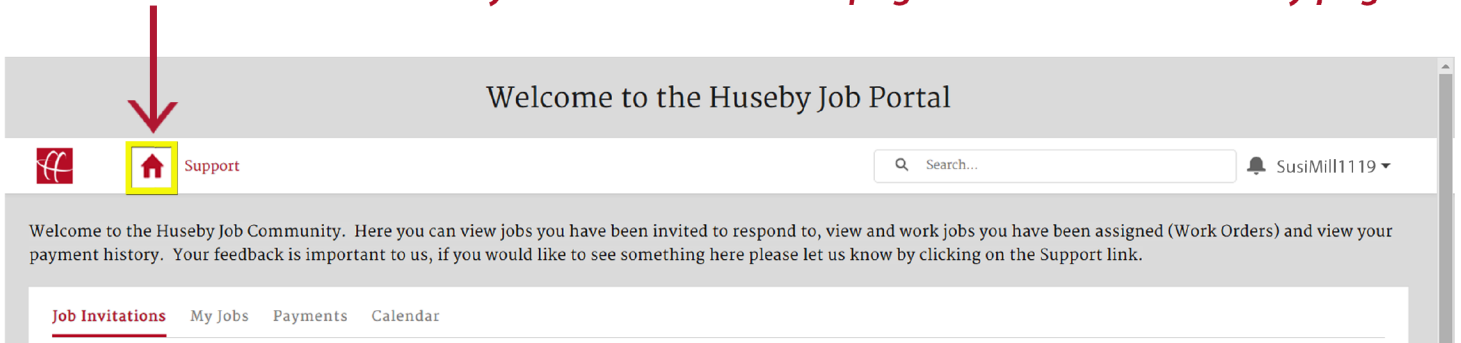**4. Lower on the same payment details page you'll find the Payment Line Items:**

- *Product Name*
- *# of Units*
- *Rate Per Unit*
- *Total Payment Line Amount*

Payment Lines (5)

PRODUCT NAME	# UNITS	RATE	PAYMENT LINE AMOUNT
Original	155	$4.75	$736.25
Appearance – Full Day Per Diem	1	$200.00	$200.00
Mileage	208	$0.60	$124.80
Expedite 3 Day	157	$2.50	$392.50
Discount	1	–$73.63	–$73.63
			Total: 1379.92

Tip! The HOME button will take you back to the main page of the Portal from any page.

Welcome to the Huseby Job Portal

Support   Search...   SusiMill1119

Welcome to the Huseby Job Community. Here you can view jobs you have been invited to respond to, view and work jobs you have been assigned (Work Orders) and view your payment history. Your feedback is important to us, if you would like to see something here please let us know by clicking on the Support link.

Job Invitations   My Jobs   Payments   Calendar

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