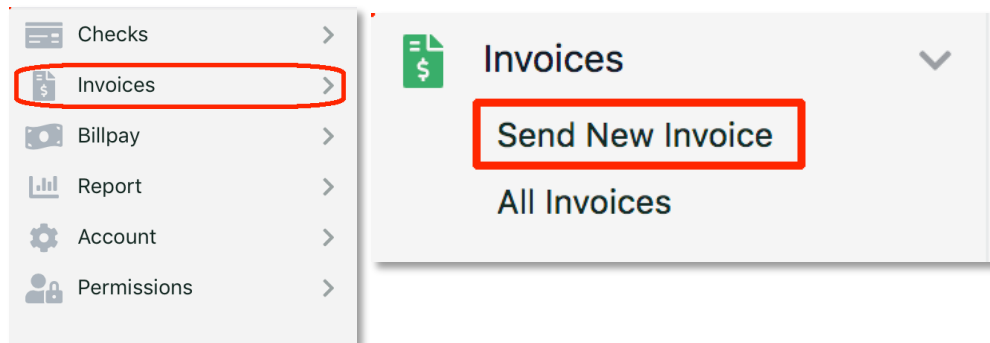# Green.Money

Instruction Manual – How to Send an Email Invoice

System: Alfriston 2.0

1. To send an Email Invoice to a customer click on INVOICES on the menu bar. Then, SEND NEW INVOICE.

2. Choose One-Time Invoice, Recurring Invoice, or Combination Invoice. A combination invoice will send one invoice that, when completed, will process a single check followed by a series of recurring checks.

3. Fill out all of the required fields for the invoice. You are only required to fill out the Payment Date, Amount, Item Name (or service), Purchaser's Name (make sure this is the same name on the check), and the email address where we are sending the invoice. If you DO NOT have the rest of the information you can send the invoice as-is and the receiver will fill in the fields when they get the invoice.

Many customers don't like giving out information over the phone. This is a good option for them to enter the information on our secure Gateway. When you finish, click on the SUBMIT INVOICE button at the bottom.

4. Triple Verify the information and submit. We will shoot off an email to your customer at the email address you provided (unless you chose the direct link option). When your customer receives the Email Invoice he/she will click on the link provided and fill out and electronically sign the check. Once that has been completed, and the check is approved, you will receive notice via email that the check is pending deposit to your account.

Want SAME DAY Deposit?

Ask your Green rep about RDC today or visit
Green.Money/RDC for more information.