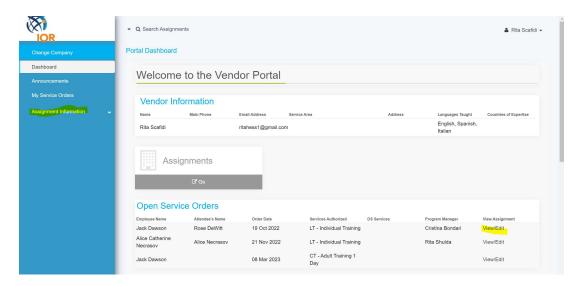
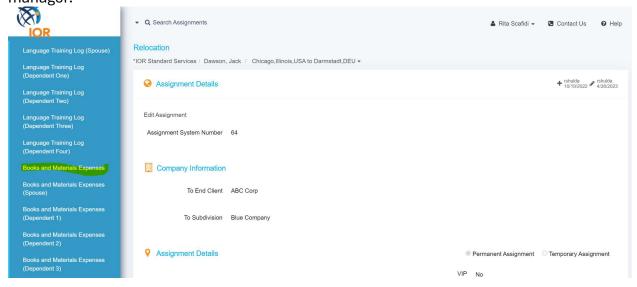
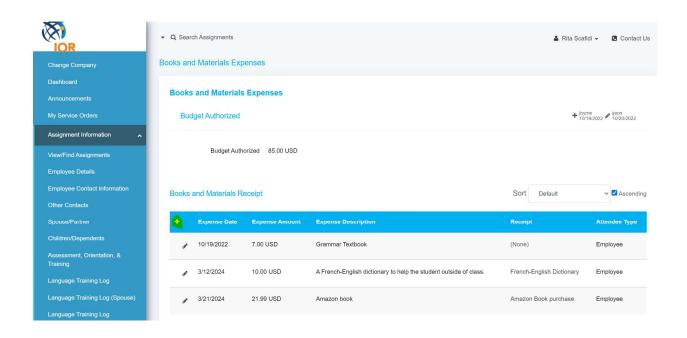
To begin, log in to Assignment Pro. You will see the Vendor Portal Page. Click on the view/edit button next to the student for whom you want to enter a receipt. Then on the left side of your screen, click on "Assignment Information."

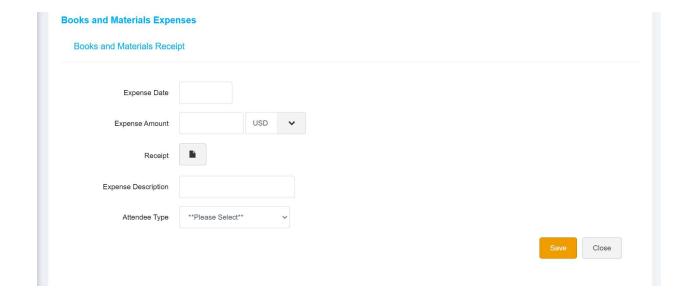


Scroll down to the Books and Materials page for your student. For this example, we will click on the Employee Books and Materials page. Books & Materials pages for all attendee types are visible for all programs, regardless of who is taking lessons or who you are working with. Please be sure to select the correct page for your student. To confirm your student's attendee type, please check the confirmation email from your program manager.



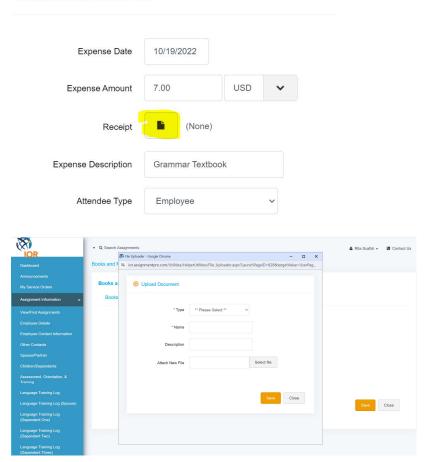
On this page we can see the budget authorized for textbooks and other materials for this student, as well as how much of that budget has been used and how much is available. To upload a new receipt, click on the small white plus sign. Enter the expense date, amount in US dollars, a brief description, and the attendee type.





Next, click on the page icon to upload the receipt from your computer. Select Receipts for the file type and enter the title of the book or item. Then select the file from your computer and click Save. We can see that the file has been uploaded because of this message: File Uploaded. Please Save.

Books and Materials Receipt



Now, click the orange Save button. We know that it has been saved properly when we see the green Saved Successfully message at the top right of the screen. Click on Close to return to the previous screen.

Reimbursements will be included in the regular monthly paycheck. Just like lesson records, reimbursements should be submitted by the last day of the month.

Please remember, all materials should be approved by the IOR program manager before they are purchased. We look for materials that are modern, well-reviewed, and relevant to the student's level and goals. Some materials that do not benefit the student after their lessons end (like subscriptions to Zoom or other online platforms) may not be approved. For more information, please read through the Language Trainer Manual.