

System Web Address: www.blackcataviation.com

The following steps are taken by the Sponsor User after the States completion the review and the completion of the application review process resulting in a State CIP being converted to a Project.

How to Create an Invoice

These steps are completed by a sponsor user.

- 1) Select **Project**
- 2) Select **Invoices/Reimbursements**
- 3) Select **Add New**
- 4) Complete the required fields
- 5) Attach **Required documents**
- 6) Select **Save**
- 7) Select **Submit**