

If you have already submitted your invoice for May, use this process moving forward. If you have not submitted your invoice for May, do these steps:

1. By the 15th of each month, go to your project's spreadsheet
2. Go to the tab for the month you want to submit
 - a. Note: months are on a calendar year
 - i. Month 1=January,
 - ii. Month 2=February,
 - iii. etc.
3. Review information for accuracy against your records
 - a. Note any discrepancies and send to josh.jacobs@sfgov.org and wing.mac@sfgov.org for reconciliation the following month
4. Click file--->download as--->PDF
5. Set settings to:
 - a. Export: Current Sheet
 - b. Paper size: Letter (8.5" x 11")
 - c. Page Orientation: Landscape
 - d. Scale: Fit to width
 - e. Margins: Narrow
6. Hit Export
7. If you are set-up in CARBON, upload as your backup documentation, use these instructions:
 - Login to [CARBON](#)
 - <https://contracts.sfhsa.org/index.asp>
 - If you do not have a login, reach out to Josh Jacobs (josh.jacobs@sfgov.org) and Rachel McNamara (rachel.mcnamara@sfgov.org)
 - Navigate to your project
 - If your project/agency is not set-up in [CARBON](#), reach out to Josh Jacobs (josh.jacobs@sfgov.org) and Rachel McNamara (rachel.mcnamara@sfgov.org)
 - Click on "Invoices"
 - Click the month you want to document
 - Enter all relevant information
 - Under Supporting Documentation, click upload file and add budget
8. If you are not set up in CARBON, email PDF to josh.jacobs@sfgov.org and wing.mac@sfgov.org