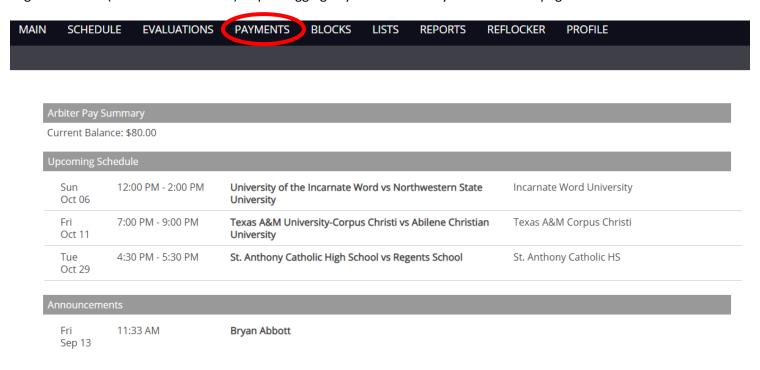
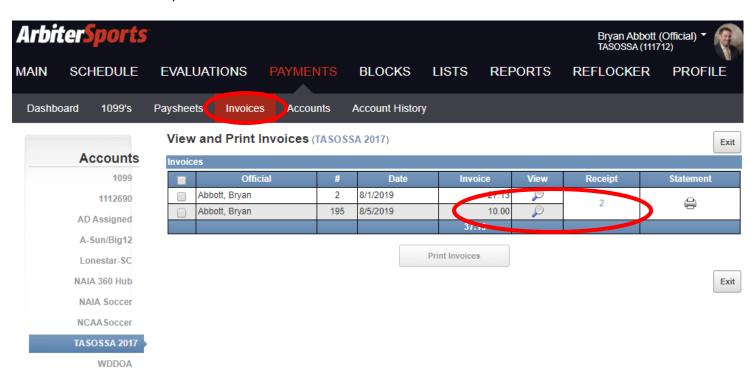
HOW TO VIEW YOUR TASO-SSA BALANCE

Log into Arbiter (full site – not mobile). Upon logging in you will land on your Dashboard page.



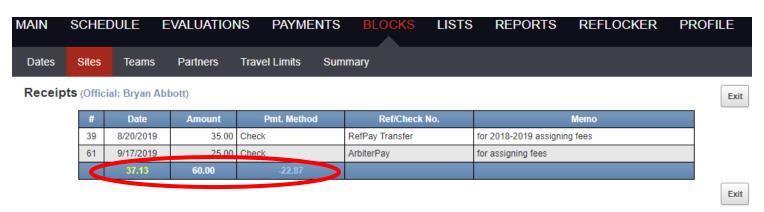
Click the PAYMENTS link – you will land on the PAYMENTS dashboard. You will then click Invoices.



The line items represent invoices and the net amount for each invoice. For example, Invoice number 195 above reflects an amount of \$10.00. To view the details of that item, click the **magnifying glass** icon to drill down into the invoice and display the details.

To view your payment activity and current BALANCE, click the number that is displayed in the **Receipt column**. You will see the following:

Exit



In the image above, the yellow number represents the total of your invoices. The white number represents the total of your payments received. The number in the Pmt. Method column represents your TASO-SSA BALANCE.

- If this number is blue (as shown above) you have a credit balance (good)
- If this number is red you have a debit balance (bad you owe)

To view/print a STATEMENT of your TASO-SSA activity, click the **Printer Icon** from the Invoices dashboard page. You will see the following:

