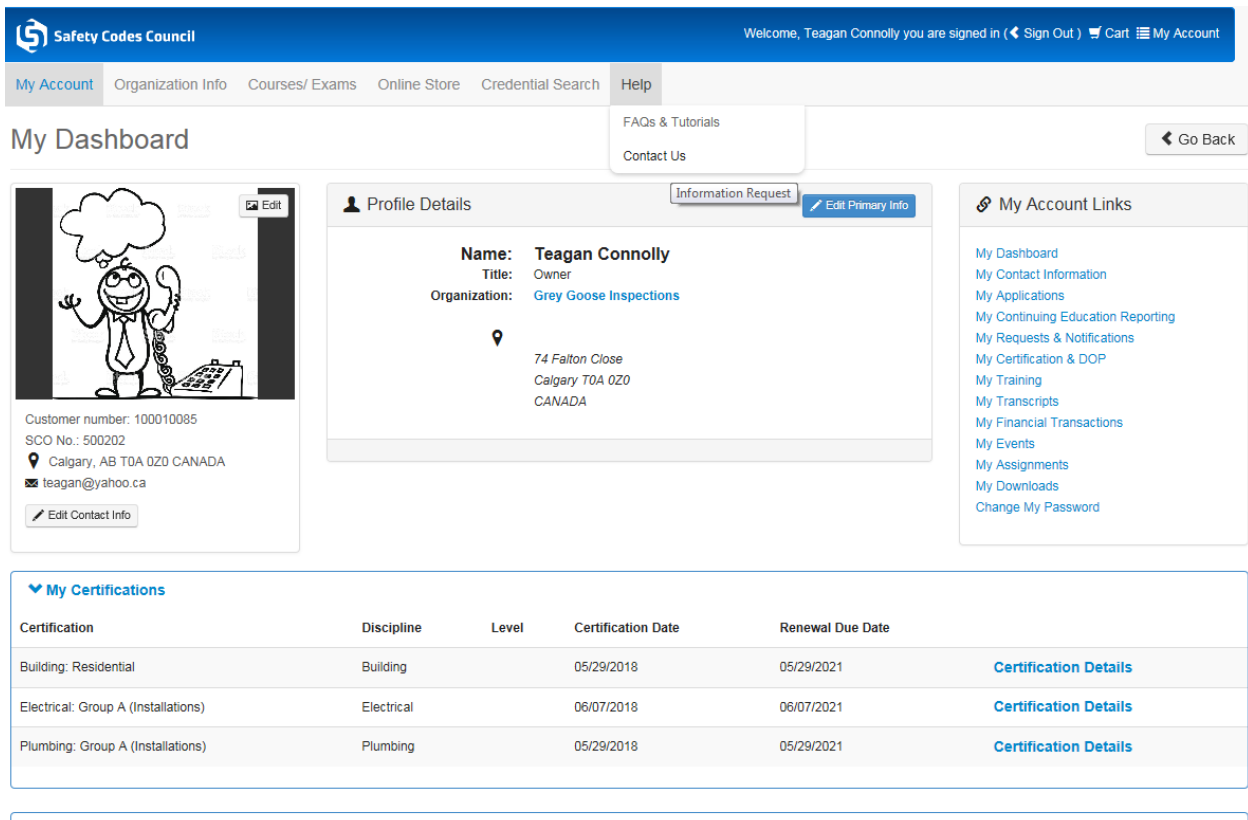


1. From the **Advisor Invoice Submission Form** enter:
 - a. **Date:** the date you submitted the invoice for payment
 - b. **Invoice Number:** the invoice number you use for your own records
 - c. **Your Company Information:** your company name and/or individual name and address
 - d. **Bill To Information:** this is pre-filled with the Safety Codes Council information
 - e. **Customer #:** the student/customer number is assigned by the Council (this is sent to you in your information package)
 - f. **Student Name:** first and last name of the student you are advising
 - g. **Course ID Number:** this is sent to you in your information package
 - h. **Extention:** if an extention added to the job fill in yes and charge the extension fee
 - i. **Fee:** amount charged for your service i.e 100.00.
 - j. **Complete/Not Complete:** leave blank for Council use only
 - k. **Job Number:** leave blank for Council use only
 - l. **GST Number:** enter your companys gst number here if applicable
 - m. **GST Amount:** total GST charged
 - n. **Total Amount:** total of all columns plus GST
 - o. **Student Information Sheets: student information sheets** must be submitted as one invoice with **Advisor Invoice Submission Form**




Safety Codes Council Welcome, Teagan Connolly you are signed in (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Online Store Credential Search **Help**

FAQs & Tutorials
Contact Us

Go Back

My Dashboard



Profile Details Information Request Edit Primary Info

Name: Teagan Connolly
Title: Owner
Organization: Grey Goose Inspections

74 Falton Close
 Calgary T0A 0Z0
 CANADA


My Account Links

- My Dashboard
- My Contact Information
- My Applications
- My Continuing Education Reporting
- My Requests & Notifications
- My Certification & DOP
- My Training
- My Transcripts
- My Financial Transactions
- My Events
- My Assignments
- My Downloads
- Change My Password

My Certifications

Certification	Discipline	Level	Certification Date	Renewal Due Date	
Building: Residential	Building		05/29/2018	05/29/2021	Certification Details
Electrical: Group A (Installations)	Electrical		06/07/2018	06/07/2021	Certification Details
Plumbing: Group A (Installations)	Plumbing		05/29/2018	05/29/2021	Certification Details

1. From the **My Dashboard** page:
 - a. Hover your cursor over the **Help** tab
 - b. Click **Contact Us**

 Safety Codes Council Welcome, Mr. Teagan Connolly you are signed in ([Sign Out](#)) [Cart](#) [My Account](#)

[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Online Store](#) [Credential Search](#) [Help](#)

Individual Information Request [Your Information](#)

Name:

Customer Number:

[Explain Your Request](#)

Area of Interest:

Information Requested:

Comments:

Upload File:

Please select

Accreditation Enquiries

Cancellations and Refund Enquiries

Certification Enquiries

Continuing Education

Designation of Powers

Examinations

General Enquiries

General Service Requests

Invoices

Payment Enquiries

Registration of Interest

Release of Information Consent Enquiries


Training and Courses

Then choose the type of information you are requesting.

Feel free to add more specific details in the "Comments" area.

Describes your inquiry.

1. From the **Individual Information Request** page:
 - a. Click the **arrow** beside **Area of Interest**
 - b. Select **Invoices**

 Safety Codes Council Welcome, Mr. Teagan Connolly you are signed in ([Sign Out](#)) [Cart](#) [My Account](#)

[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Online Store](#) [Credential Search](#) [Help](#)

Individual Information Request | [Your Information](#)

Name: Mr. Teagan Connolly

Customer Number: 100000019

Explain Your Request

Area of Interest:

Required: Please choose an area of interest that best describes your inquiry.

Information Requested:

Comments:

Feel free to add more specific details in the "Comments" area.

Upload File:

- c. Click the **arrow** beside **Information Requested**
- d. Select **Submission – Course Advisor**

Individual Information Request | [Your Information](#)


Name: Mr. Teagan Connolly

Customer Number: 10000019

Explain Your Request

Area of Interest: 

Required: Please choose an area of interest that best describes your inquiry.

Information Requested: 

Then choose the type of information you are requesting.

Comments:

Feel free to add more specific details in the "Comments" area.

Upload File:

Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?



- e. In the **Comments** section: enter as much information as possible regarding the submission
- f. Click on the **Browse** button to upload the **invoice** and **student information sheet** (must be submitted as one document)
- g. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission.
- h. Click the **Submit** button

▼ My Applications

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Building: Residential	Building		06/26/2018					Pending Info Continue Application

[⚙️ Apply Now](#)

▼ My Registered Events

Event Name	Event Type	Registration Date	Event Date
------------	------------	-------------------	------------

▼ My Past Events

Event Name	Event Type	Status	Completed Date
------------	------------	--------	----------------

▼ My Requests

Request Date	Status	Request Type	Request Reason
06/27/2018	Open	Submission Course Advisor	Invoices

Summary
Teagan Connolly is submitting in advisor invoice for John Smith course ID number 10080M.

[↑](#)

2. From the lower part of my dashboard click on the **arrow** to expand **My Requests** to see:
 - a. **Request Date:** the date you sent the request
 - b. **Status:** open or closed
 - c. **Request type:** Submission – Course Advisor
 - d. **Request reason:** invoice

Plus Sign: expands the section so you can see a summary of your request