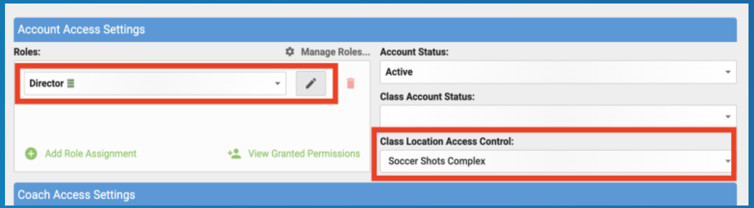
DIRECTORS

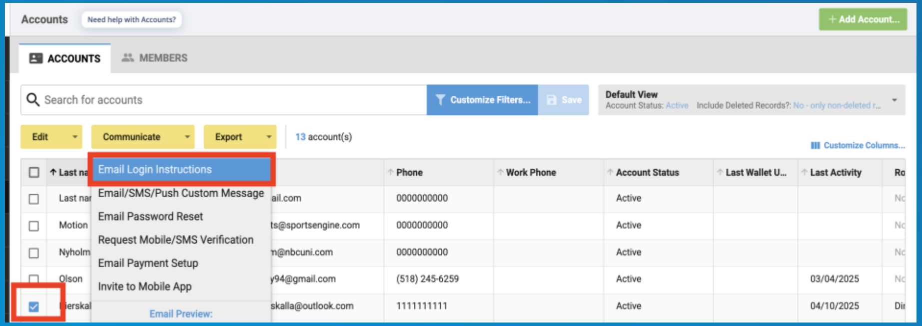
[Setup Account + Manage Payments Video](#)
[Director View Video](#)

Setup Account + Manage Payments

- Org Tools > Accounts > + New Account
- Add Contact Information
- Add Permissions
-



- Save
- Close and go to account directory
- Send Email Login Instructions



Add Payment to Director Account

- Click on directors name
- Go to Billing Summary
- Click Yellow Charge Button > Add Charge Item, Type, Category, Amount, Due Date.
- Either Charge or Charge and Pay if you already received the payment.