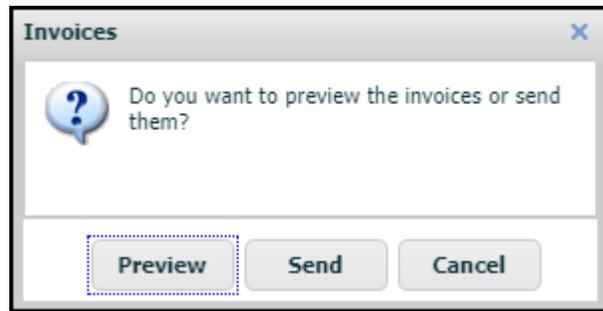


- When prompted, select a **Due Date** for the invoices. The system will now charge all registrants who have attended since the last invoice period. If a registrant has not attended days since the last invoice was calculated, the system will not generate an invoice for this person.
- The **Charges** report will open as an Excel file to allow for a review of the days that are being charged to each registrant's account.
- Once the review of charges is complete, navigate back into the RegWerks system. Click on the **Send Invoices** button at the bottom of the **Class** window.



- The **Invoices** window will open.



- Select **Preview** to either review or print the invoices. Close the browser tab when finished.
 - Click the **Send Invoices** button (envelope icon) then select **Send** to email the invoices to the account holders.
- Invoicing is now complete.