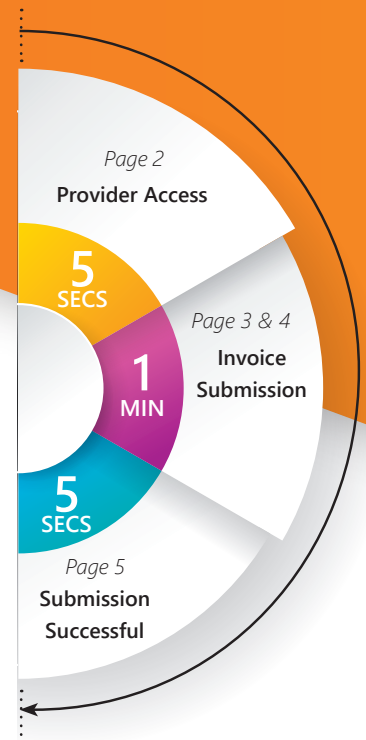




Provider Invoice Web Portal **TRAINING MANUAL**

AVERAGE TIME TO HAVE YOUR INVOICE PAID



“ No more than 1^{1/2} minutes.


Welcome to your quick, simple and automated portal built on growing your business.”

- CEO, Peter Richardson

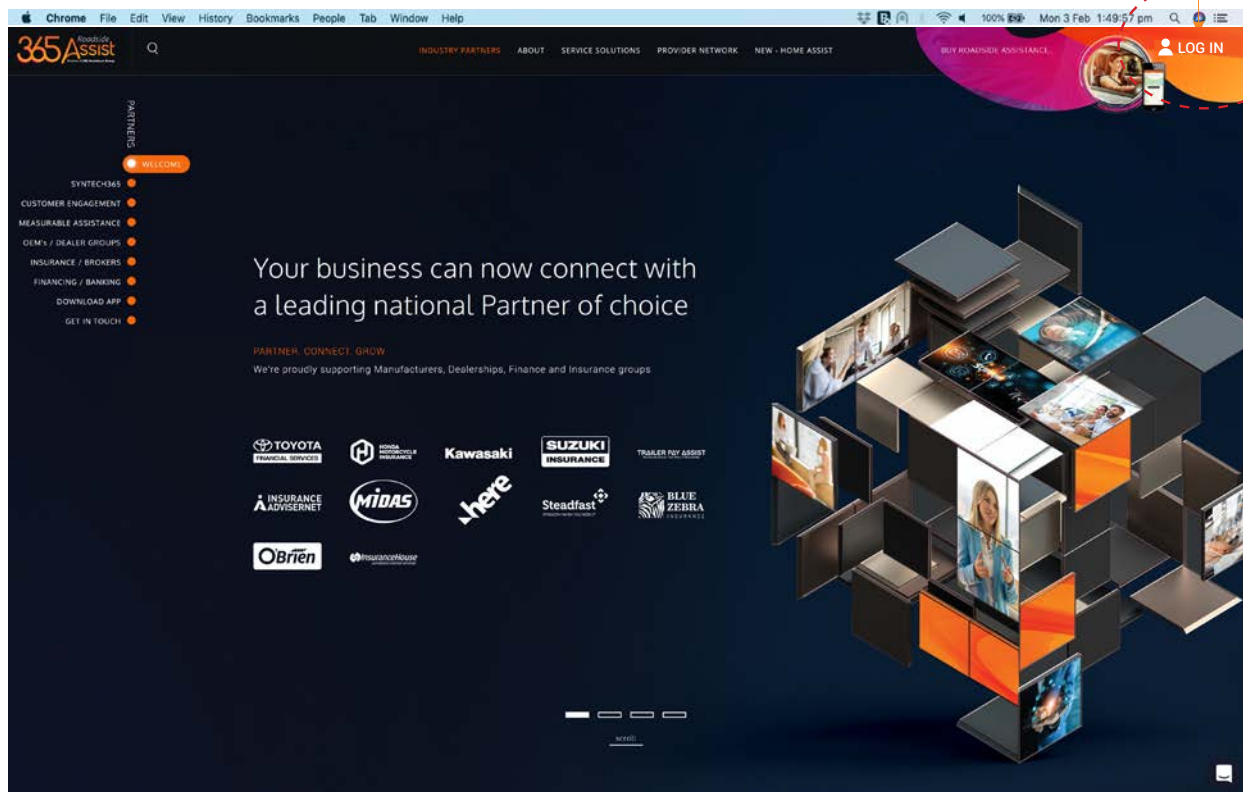


Partner. Connect. Grow.

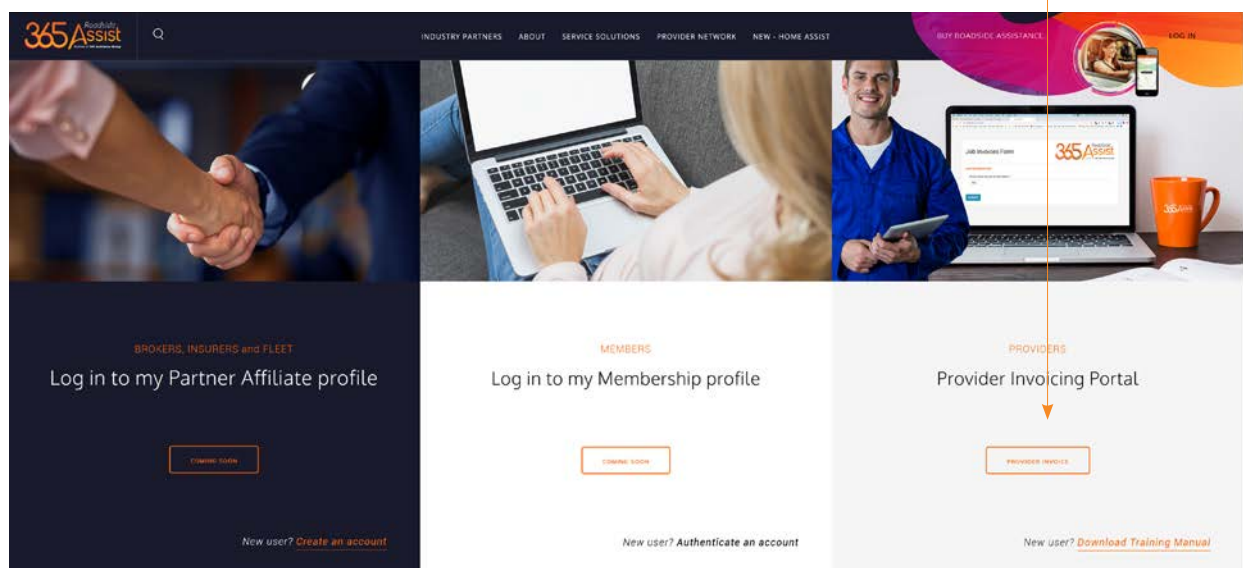
Getting to know your web portal Access to Provider Invoicing Portal

 You can easily access the invoicing portal via the 365 Assistance website.
www.365roadsideassistance.com.au

STEP 1 Click on the login tab



STEP 2 Click on the Invoicing Form Button



Need help?

If you need help, simply call 02 8705 5497 or email us on: support@365assistance.com.au

Getting to know your web portal Job Invoice Form

Chrome File Edit View History Bookmarks People Tab Window Help

365servicehub.com/job_invoices/find

Job Invoice Form

365 *Roadside* Assist
Division of 365 Assistance Group

JOB INFORMATION

Please enter the job number below. *

RD

Submit



Job number

To access the job invoice form fill in:

- the **numbers only** of the job number provided to you when you received the job (leave off the RD code)
- Click Submit

Note: Each invoice must be submitted separately and correspond to the job information details in the Provider Invoice Form (example next page).



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Getting to know your web portal Invoice Form page

Chrome File Edit View History Bookmarks People Tab Window Help 66% Mon 3 Feb

https://365servicehub.com/job_invoices/new?job_id=e4b90f64-51d6-4891-ba1d-e03d64f786da

Job Invoice Form

365 Roadside Assist
Division of 365 Assistance Group

JOB INFORMATION

Created At	27/6/2019 - 10:14:40 PM
Address	Calder Highway
Cross Street	
Locality	Sea Lake
State	VIC
Post Code	3533
Vehicle Registration	TOYOTA1
Category	tyre
Provider	N/A

JOB INVOICE DETAILS

Job Cost (incl. GST) *

Name *

Email Address *

Mobile Number *

Attach File *

Choose file No file chosen Delete

Add File

Submit



Job Information

The job information has been pre-filled for your convenience.

- Please check the details are correct and correspond to the invoice you are uploading before proceeding.



Job Invoice Details

Fill in the following:

- Job cost (incl. gst)
- Name of person submitting form in the instance there is a discrepancy so we can contact you
- Mobile number

- * All fields marked with a red asterisk (*) are required entries to process the payment.



Attach File

Upload your invoice to the form by adding the file

Submit

Submit

Once the payment has been put through the system a message will appear and you will receive your payment within 7 working days (see example next page).

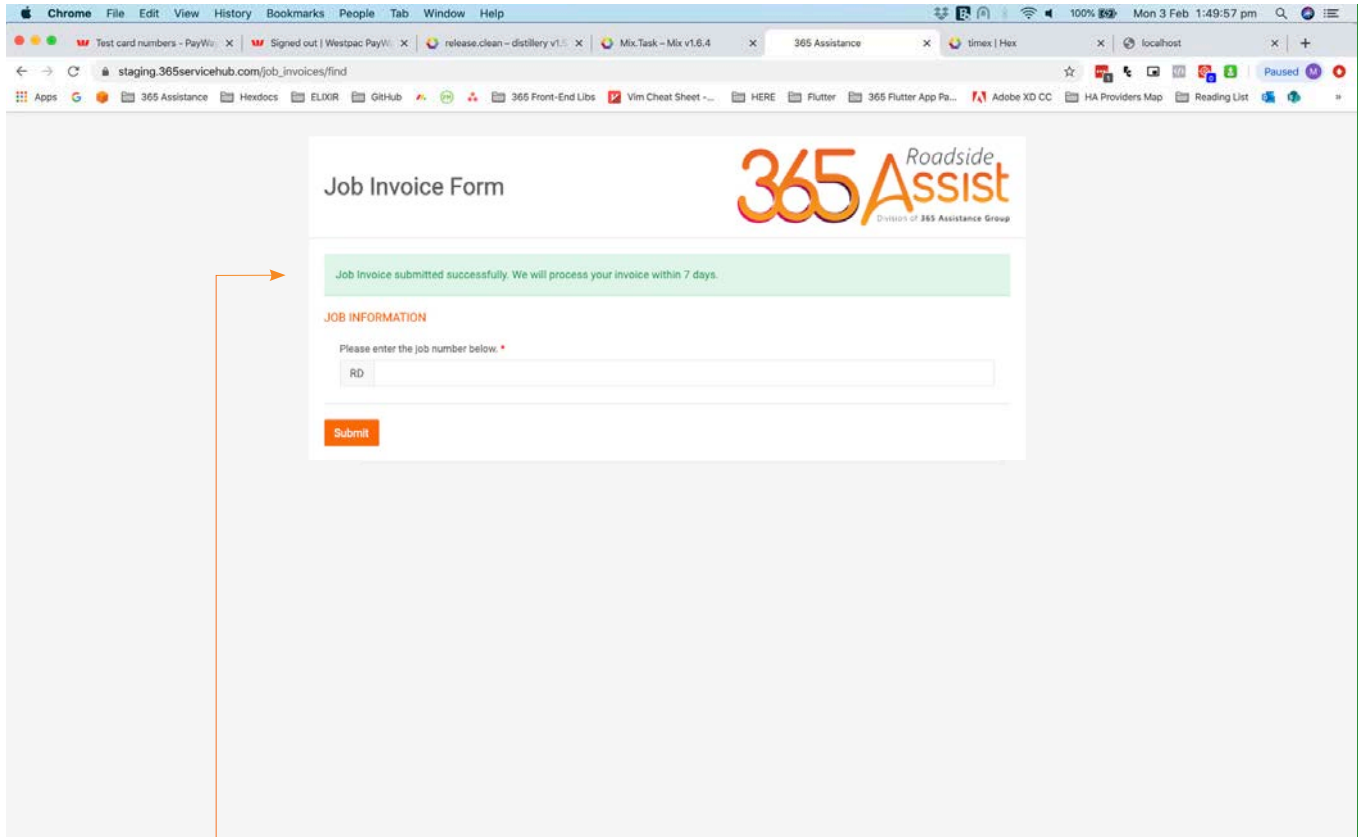


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Getting to know your web portal

Invoice Form page



Successful Submission Screen

Once the payment has been put through the system the green screen will appear indicating you can input the next job number and continue with additional invoicing.



Need help?

If you need help, simply call 02 8705 5497 or email us on: support@365assistance.com.au