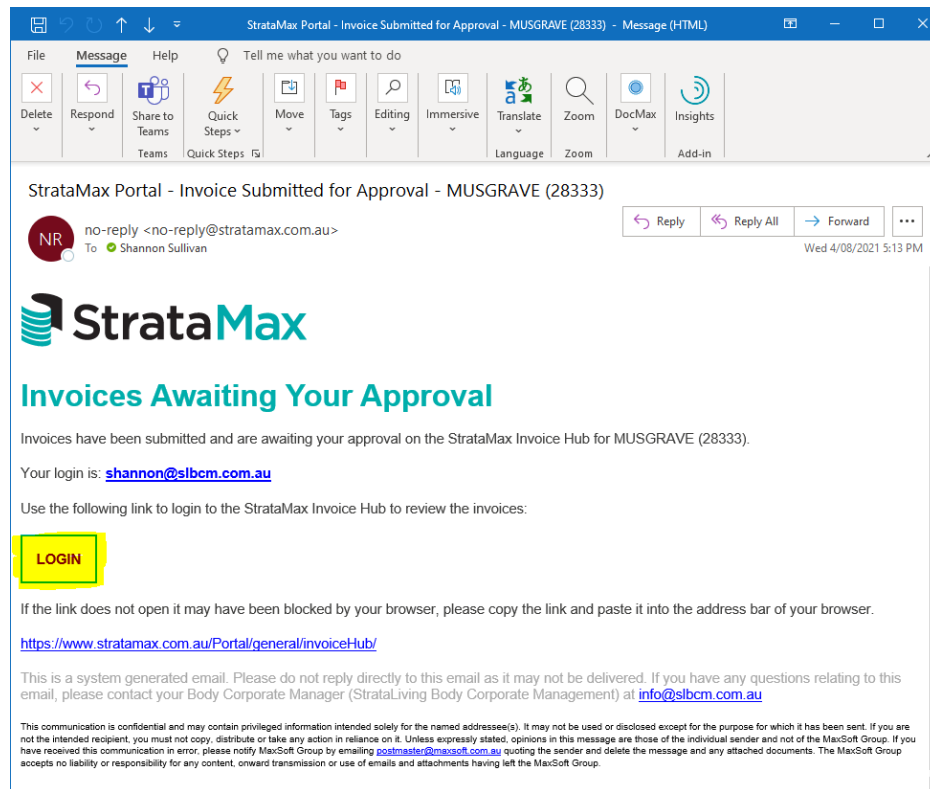
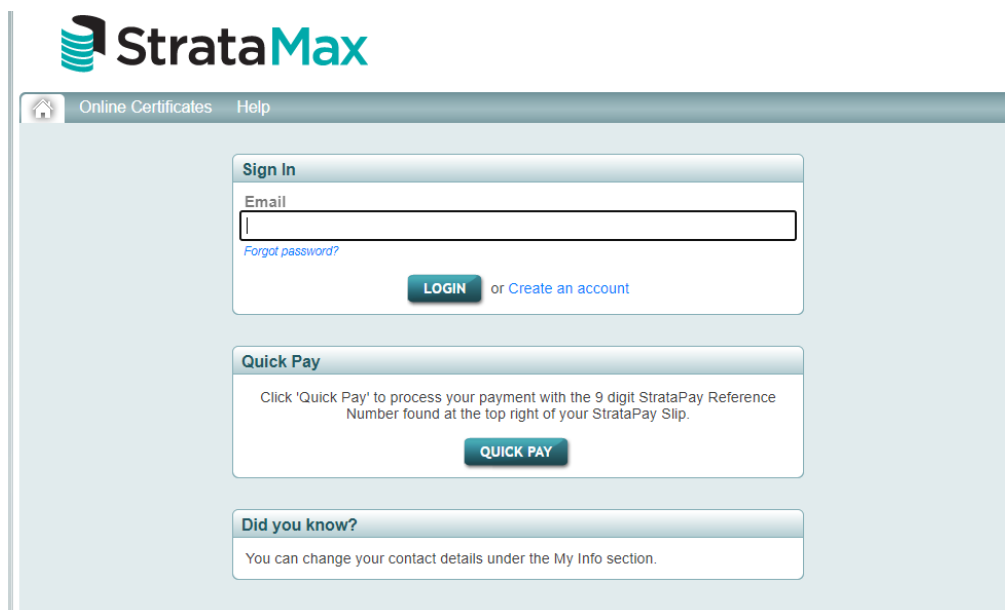


Once an invoice has been processed by the StrataLiving Office, it will be uploaded to the StrataMax Invoice Hub portal and you will receive the below email notification.

1. Click the 'Login' in button within the email, you will then be directed to a webpage to log in.



2. Log in with you email address and password. If you cannot remember your password, click 'Forgot Password'



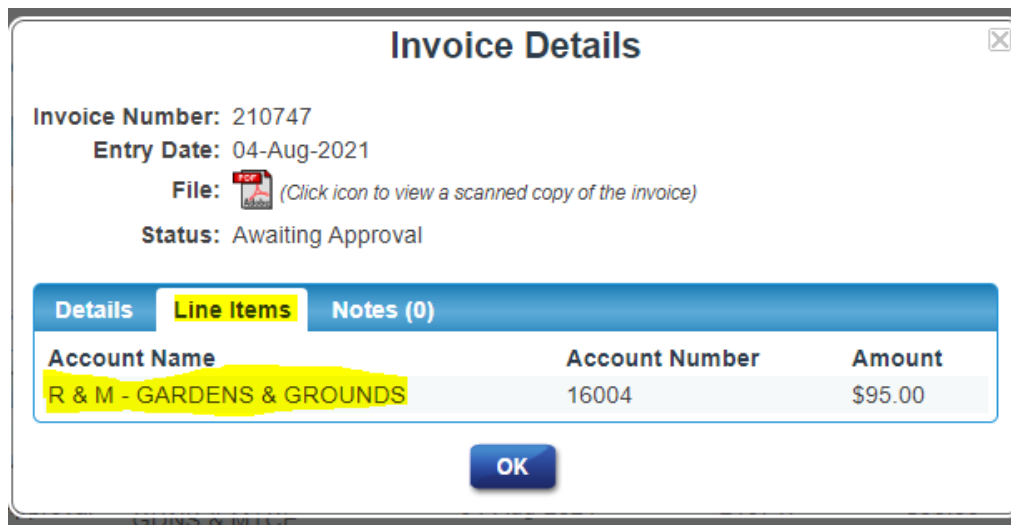
3. Once logged in, click on your building name

The screenshot shows the 'Invoice Hub' page for 'ACACIA COURT (16218)'. At the top, it says 'Viewing: Body Corp. Manager ACACIA COURT (16218)' with a 'CHANGE' button. Below the STRATALIVING logo, there are tabs for 'Invoice Hub' and 'Meeting Hub', and a navigation menu with 'Approve', 'Summary', 'History', and 'Settings'. The main content area is titled 'Invoice Hub' and contains two summary boxes: 'Invoices Awaiting your Approval' (listing ACACIA COURT (16218) and MUSGRAVE (28333) with a count of 1) and 'ACACIA COURT (16218)' details (Manager Name: Strataliving Body Corporate Management, Building: ACACIA COURT (16218), Financial Report: PDF icon). Below these are three numbered steps: 1. Approve (This page shows the outstanding invoices requiring action on your part. Invoices will be displayed here until you approve the invoice.), 2. Summary (This page shows the invoices which have not been fully approved. Use this page to review queries, invoice information and the progress of an invoice.), and 3. History (This page shows the final stage of invoices which have been approved by all approvers.).


4. You will then be presented with the invoices that are awaiting approval. On the right you have options to either 'Approve', 'Query invoice', View pdf of the invoice and view the invoice and account details.

The screenshot shows the 'Approve Invoices' page. At the top, it says 'Viewing: Body Corp. Manager ACACIA COURT (16218)' with a 'CHANGE' button. Below the STRATALIVING logo, there are tabs for 'Invoice Hub' and 'Meeting Hub', and a navigation menu with 'Approve', 'Summary', 'History', and 'Settings'. The main content area is titled 'Approve Invoices' and contains the text: 'The below invoices are outstanding and require action on your part. Queried invoices will be displayed below until the invoice is approved.' Below this is a table titled 'Invoices Awaiting your Approval' with a button 'APPROVE ALL NON-QUERIED'. The table has columns: Invoice Status, Creditor Name, Entry Date, Invoice Number, and Gross Amount. One invoice is listed: 'Awaiting Approval' from 'MAL TANNER LAWNS GDNS & MTCE' with entry date '04-Aug-2021', invoice number '210747', and gross amount '\$95.00'. Below the table is a PDF icon and the text: 'Having trouble viewing invoices? - Please click here for help on enabling pop-up windows.' A note follows: 'Note: Once an invoice is either approved or queried it needs to be confirmed below, if changes are not confirmed you will lose them.' Below the note is the section 'Confirm changes to Invoices' with the text: 'Review your pending changes below. When you click 'Submit Changes' approved invoices will be removed from this page and moved to the 'Summary' or 'History' page depending on the approval status of the invoice. Any invoices queried by you will re-appear in your 'Approve Invoices' list with a status of 'On Hold'.' Below this is a table titled 'Confirm Changes' with columns: Creditor Name, Entry Date, Invoice Number, and Gross Amount. At the bottom is a 'SUBMIT CHANGES' button.

- To review the account the invoice has been allocated to, click the magnifying glass logo 'account details' and then click 'Line items'. If you would like this to be modified, please contact your Strata Manager.



Invoice Details

Invoice Number: 210747
 Entry Date: 04-Aug-2021
 File:  (Click icon to view a scanned copy of the invoice)
 Status: Awaiting Approval

Details | **Line Items** | Notes (0)

Account Name	Account Number	Amount
R & M - GARDENS & GROUNDS	16004	\$95.00

OK

- If you are satisfied with the invoice, click 'approve' (the green tick icon)



Viewing: Body Corp. Manager
ACACIA COURT (16218) **CHANGE**

STRATALIVING
BODY CORPORATE MANAGEMENT

Invoice Hub | Meeting Hub

Approve | Summary | History | Settings

Approve Invoices

The below invoices are outstanding and require action on your part. Queried invoices will be displayed below until the invoice is approved.

Invoices Awaiting your Approval						APPROVE ALL NON-QUERIED
Invoice Status	Creditor Name	Entry Date	Invoice Number	Gross Amount		
 Awaiting Approval	MAL TANNER LAWNS GDNS & MTCE	04-Aug-2021	210747	\$95.00		

 [Having trouble viewing invoices? - Please click here for help on enabling pop-up windows.](#)

Note: Once an invoice is either approved or queried it needs to be confirmed below, if changes are not confirmed you will lose them.

Confirm changes to Invoices

Review your pending changes below. When you click 'Submit Changes' approved invoices will be removed from this page and moved to the 'Summary' or 'History' page depending on the approval status of the invoice. Any invoices queried by you will re-appear in your 'Approve Invoices' list with a status of 'On Hold'.

Confirm Changes			
Creditor Name	Entry Date	Invoice Number	Gross Amount
SUBMIT CHANGES			

- Repeat steps 4 – 6 with any other pending invoices (if applicable).

- Once you have pressed the 'Approve' button, you will then need to submit your changes by pressing 'Submit Changes'.



Viewing: Body Corp. Manager
ACACIA COURT (16218)

[CHANGE](#)

Invoice Hub | Meeting Hub

[Approve](#) | [Summary](#) | [History](#) | [Settings](#)

Approve Invoices

The below invoices are outstanding and require action on your part. Queried invoices will be displayed below until the invoice is approved.

Invoices Awaiting your Approval
APPROVE ALL NON-QUERIED

No invoices are awaiting your approval.



Having trouble viewing invoices? - Please click here for help on enabling pop-up windows.

Note: Once an invoice is either approved or queried it needs to be confirmed below, if changes are not confirmed you will lose them.

Confirm changes to Invoices

Review your pending changes below. When you click 'Submit Changes' approved invoices will be removed from this page and moved to the 'Summary' or 'History' page depending on the approval status of the invoice. Any invoices queried by you will re-appear in your 'Approve Invoices' list with a status of 'On Hold'.

Confirm Changes

	Creditor Name	Entry Date	Invoice Number	Gross Amount	
	MAL TANNER LAWNS GDNS & MTCE	04-Aug-2021	210747	\$95.00	  

SUBMIT CHANGES

- Process complete, you can close your web browser. From here the invoice will be included within the next available payment run.