

Telecommunications (Telecom) Program

Telecom Invoice

The Telecom Invoice is completed and submitted by the service provider.

Header Tab

Note: The "**Invoice Date to RHCD**" is the date the invoice is certified, signed, and submitted to RHC. The "**Total Invoice Amount**" is the total of all FRNs added to the invoice.

FRNs Tab

Search for the FRNs to add to the invoices. FRNs will only be available to add to the invoice if they have a positive balance available and if the invoice deadline has not expired.

Review Tab

Review your invoice FRNs below. Select **Remove** to delete an FRN from this invoice. Add additional FRNs to the invoice by selecting the **Add More FRNs** button. If the invoice is complete, select **Save and Continue** to certify, sign, and submit the invoice.

Certifications Tab

Certifications

- **All certifications are required** before the invoice can be submitted.

Preview

- Vendors must **preview the invoice** before it can be submitted. Once the invoice is reviewed, the vendor should:
 1. Make any necessary changes to the information entered; or,
 2. Select the "**I have reviewed the invoice and have no changes**" radio button, and then click "**Save and Continue.**"

Submit

- Select "**Accept**," enter your Phone Number (if necessary), enter your Signature (your password to access My Portal), and click "**Certify & Submit.**"
- The person signing the invoice must be authorized to provide the information required by the invoice on behalf of the vendor.