1. Go to https://maa.prismcompliance.com/default.aspx

2. Fill in your Username and Password, and then select the Login button:
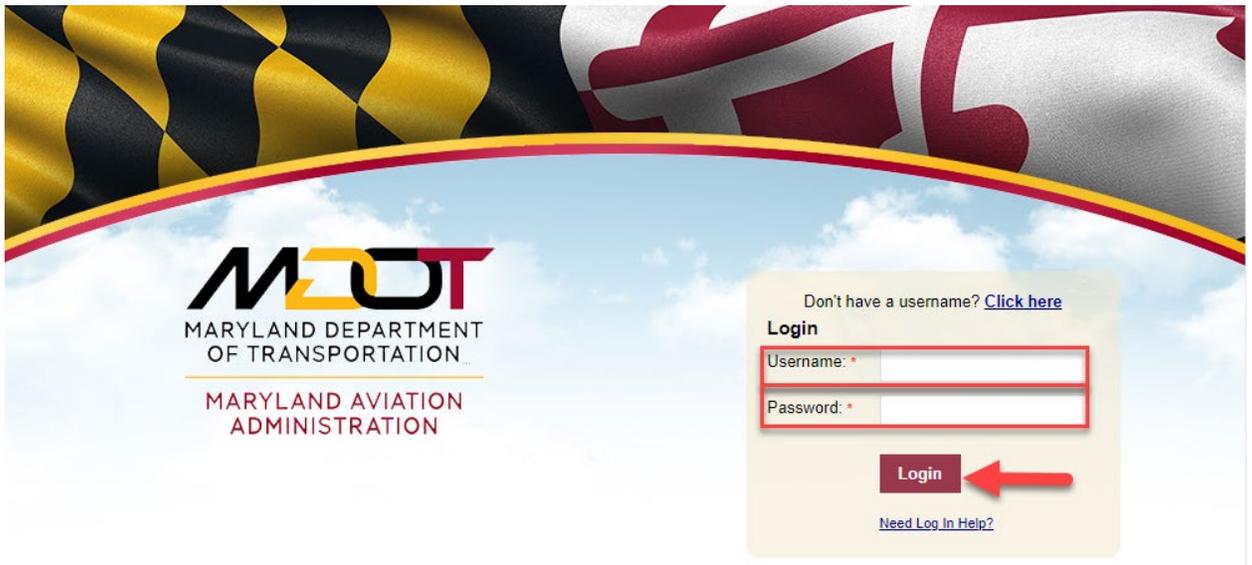
3. Select the Compliance tab:

4. Select the Invoice Amount on the correct contract:

5. Select Add Invoice:

6. A popup will open. Fill out the Invoice Amount, Invoice Number, Invoice Date, and a Due Date for the Invoice. Use the Comments field to add any additional comments. Then, select the Add Invoice button:

7. A message will appear indicating that the invoice has been saved. Select the X button in the top right corner of the popup to close it and return to the Invoices page:

8. Select the brown Action Menu button next to the invoice and then select Edit to make changes to the Invoice:

Contract Number:	**MAACO11111**	Contract Name:	**Test Contract**
Contract Value:	**$10,000.00**	Percentage complete:	**6.67 %**

Export ✚ Add Invoice

Drag a column header and drop it here to group by that column

Payer	Payee	Number	Amount	Invoice Date	Due Date	Reference	Amount Paid	Amount Received	Status	Action
Test Prime	Test Sub	INV6	$1,500.00	12/20/2018	12/07/2018		$0.00	$0.00		☰
			Total: $1,500.00				Total: $0.00	Total: $0.00		Edit
									1	Delete

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