

# Instructions for Recording Milestones

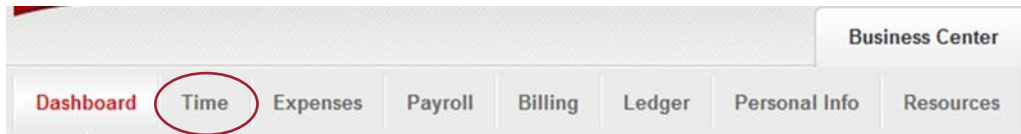
Submit your completed milestones through your online MBO Business Center.

## TO LOG IN

1. Go to [www.mbopartners.com](http://www.mbopartners.com), click on the "Login" button at the top right of the page, then select "MBO Business Center."
2. Enter your MBO username and password. Your Business Center page appears.

## TO ENTER YOUR COMPLETED MILESTONES

1. Click on the "Time" tab on the menu. The "Enter Time" page appears.



2. Locate the milestone you've completed and check the associated box in the "Status" column.

| Milestones           | Description                        | Status                              | Comp. Date | Notes |
|----------------------|------------------------------------|-------------------------------------|------------|-------|
| Software Dev Project | Help with software development for | <input checked="" type="checkbox"/> |            |       |

3. A completion date appears in the "Comp. Date" field based on the end date provided in your client's SOW. Modify this date if your actual completion date is different from the default date.

| Milestones           | Description                        | Status                              | Comp. Date | Notes |
|----------------------|------------------------------------|-------------------------------------|------------|-------|
| Software Dev Project | Help with software development for | <input checked="" type="checkbox"/> |            |       |

4. When complete, click on "Log Hours." All entries are considered "Pending" until approved by your client.

[Cancel and make no changes](#) [Log Hours](#)