

Recording Your Milestones Through the MBO Platform

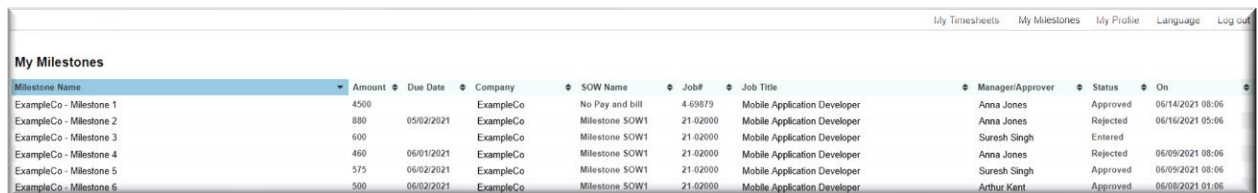
Log into the MBO Platform

Click here to access the [MBO Platform](#) and use your MBO username and password to log in. Your MBO Platform dashboard appears.

Submit Your Milestones

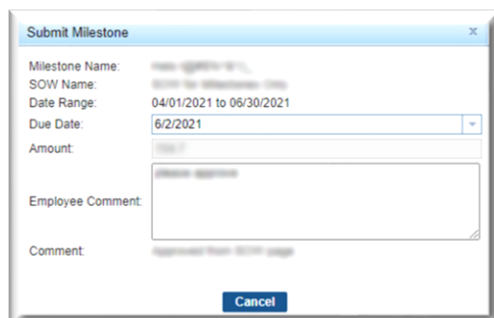
1. In the “Active Projects” area, find the appropriate project.
2. Hover over the three vertical dots on the right side of that project’s panel, then click on “Manage Milestones.” The **My Milestones** page appears with a list of available milestones.

► **NOTE:** If you work on more than one project during a week, each project is listed on a separate line. You must submit milestones for each project separately.



Milestone Name	Amount	Due Date	Company	SOW Name	Job#	Job Title	Manager/Approver	Status	On
ExampleCo - Milestone 1	4500		ExampleCo	No Pay and bill	4-69879	Mobile Application Developer	Anna Jones	Approved	06/14/2021 08:06
ExampleCo - Milestone 2	880	05/02/2021	ExampleCo	Milestone SOW1	21-02000	Mobile Application Developer	Anna Jones	Rejected	06/16/2021 05:06
ExampleCo - Milestone 3	600		ExampleCo	Milestone SOW1	21-02000	Mobile Application Developer	Suresh Singh	Entered	
ExampleCo - Milestone 4	460	06/01/2021	ExampleCo	Milestone SOW1	21-02000	Mobile Application Developer	Anna Jones	Rejected	06/09/2021 08:06
ExampleCo - Milestone 5	575	06/02/2021	ExampleCo	Milestone SOW1	21-02000	Mobile Application Developer	Suresh Singh	Approved	06/09/2021 08:06
ExampleCo - Milestone 6	500	06/02/2021	ExampleCo	Milestone SOW1	21-02000	Mobile Application Developer	Arthur Kent	Approved	06/08/2021 01:06

3. Click on the row with the appropriate milestone. The “Submit Milestone” form appears.



Submit Milestone

Milestone Name: [text field]

SOW Name: [text field]

Date Range: 04/01/2021 to 06/30/2021

Due Date: 6/2/2021

Amount: [text field]

Employee Comment: [text area]

Comment: [text area]

Cancel

4. Enter the actual milestone completion date into the “Due Date” field and then enter or update the amount (if an adjustment is needed). You may also add a description of the milestone in the “Employee Comment” box. This description will be visible with your payment details in your MBO Portal.

► **NOTE:** Completion dates that are in the future will not be accepted for submission.

► **NOTE:** If the completion date of your milestone falls outside the dates in the “Date Range” field, or if you are unable to adjust the amount and need to, contact the MBO Talent Experience and Support Team at 703-793-6200 or talentsupport@mbopartners.com.