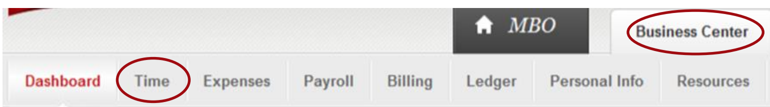
Instructions for Recording Your Time

LOG INTO YOUR ONLINE MBO BUSINESS CENTER

1. Go to your [MBO Business Center login page](#).
2. Enter the credentials you created during your MBO onboarding. Your Business Center page appears.

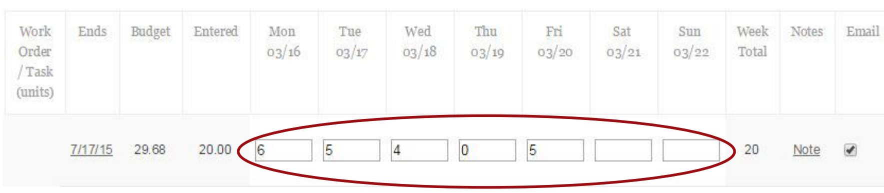
ENTER YOUR TIME

1. Click on the "Business Center" tab and then the "Time" tab on the menu. The "Enter Time" page appears.



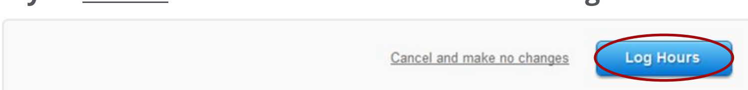
2. Select the appropriate week from the dropdown box above the time entry fields.

3. Enter the hours you worked each day. Enter a zero for any weekdays you did not work. <u>The MBO system will not generate an invoice if any weekdays are missing entries</u>. (NOTE: If you have more than one Work Order, make sure the hours you enter are associated with the appropriate Work Order.)

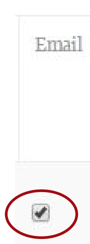


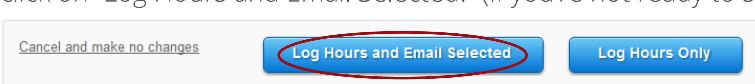
4. If you have additional information about an entry, click on the associated "Note" link and enter your note.

5. **If you <u>do not</u> see an "Email" column to the right of the entry area**, click on the "Log Hours" button.



6. **If you see an "Email" column on to right of the entry area**, check the box next to your entry and click on "Log Hours and Email Selected." (If you're not ready to submit the time, click on "Log Hours Only.")



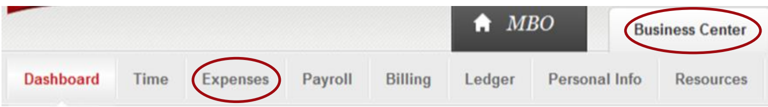


NOTE: All entries are considered "Pending" until approved by your client.

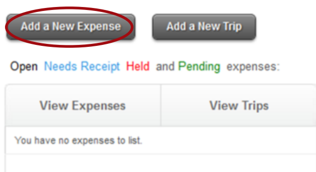
Instructions for Recording Your Expenses

If you incur business expenses, submit them through your MBO Business Center.

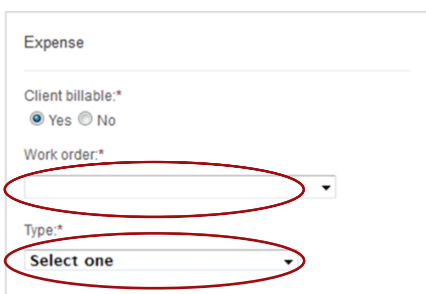
1. If you are not already logged in, log into your MBO Business Center as explained on page 1.
2. Click on the “Business Center” tab and then the “Expenses” tab. The “Enter Expense” page appears.



3. To enter a new expense, click on “Add a New Expense” button.

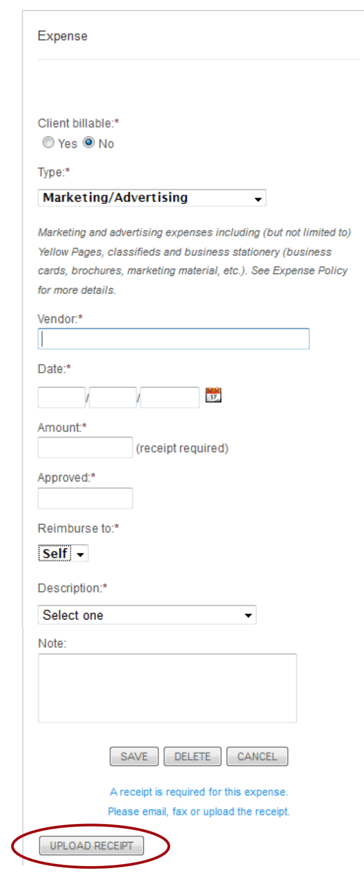


4. If the expense is billable back to your client, select “Yes” under “Client billable.” Otherwise, if you participate in MBO’s expense reimbursement program, select your expense reimbursement plan work order.
5. Select the expense type from the “Type” drop-down box. For more information on MBO’s expense types, please refer to the [MBO Expense Policy].



NOTE: Additional fields appear in the “Expense” form depending on which type you select.

6. Complete the appropriate fields in the Expense form. Fields marked with an asterisk (*) are required. An example form is pictured at right; please note that Expense forms vary by Expense Type.
7. If necessary, add a note in the “Note” field. To expedite expense processing, MBO often requires additional information for bill and mileage calculations, unusual expenses, medical expenses, discrepancies, etc.
8. Click on the “Upload Receipt” button and follow the instructions on the next page.



Submitting Expense Receipts

As explained in the MBO Partners Business Expense Reimbursement Policy, most expenses require the submission of associated receipts. In all cases, the image or fax must be legible and contain complete information from the original receipt. Failure to submit receipts as instructed may result in processing delays.

UPLOADING RECEIPTS

1. Click on the “Upload Receipt” button at the bottom of the Expense form. An “Upload” window appears.
2. Click on the “Browse…” button and locate the file. The file type must be PDF, TIF, TIFF, JPG, JPEG, PNG, or GIF.
3. Click on the “Upload” button.
4. Save the expense by clicking on the “Save” button on the Expense form.