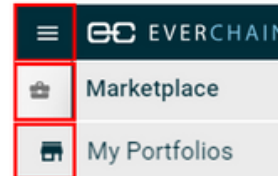


Type: Invoice Access

Feature Description: Accessing Invoices on the platform.

1. From the "3 lines" icon in top left corner,
 - Click "**Marketplace**" Briefcase icon
 - Click "**My Portfolios**" Office icon



2. Next, locate the portfolio by either clicking the '**Sold**' card to view list of sold portfolios or enter **Portfolio ID #** in the search box then click enter or magnifying glass icon:



3. Once the desired Portfolio populates, scroll down to '**Files**' and click the drop-down arrow.



4. Next, select '**Seller Fee Invoice**' and the invoice will download to your device in PDF format.

