

## ERP Invoice Request Instructions

1. Log into the ERP Portal <https://erp.diabetes.org/> If you are not the Quality Coordinator or the Assistant Coordinator, please send the invoice request to the Quality Coordinator.
2. Click on the **Invoice Request Form** on the left menu



The screenshot displays the ERP portal interface. On the left is a navigation menu with categories: Program Information, DSMEs, DPPE, and WCIE. Under 'Program Information', 'Chronicle Diabetes' is highlighted. At the bottom of the menu, 'ERP Dashboard', 'Order New Certificate', and 'Invoice Request Form' are listed. The 'Invoice Request Form' item is enclosed in a red rectangular box, and a red arrow points from the instruction text above to this box. The main content area shows the 'ERP DSME PROGRAM' details for 'ERP DSME PROGRAM', including fields for Program ID, URL, Administrative Officer Name, Street 1, Street 2, City, State, Postal Code, Phone, Fax, and Email. Below this is the 'Program Access' section with checkboxes for ERP Program, Distance Education Program, and Virtual Sites Education Program.

3. Select the sites to include on the invoice and click on the **Next: See Invoice** link.
4. Click **Download** to download the invoice