



# ADP CORPORATE 5K

PRESENTED BY  Bon Secours

**SUBMIT  
YOUR INVOICE**



# SUBMITTING AN INVOICE

1

Log into your team captain account:

<https://manage.hakuapp.com/login/janda-corporate-5k>

2

If you've approved your runners, you'll see a banner along the top of your account instructing you to pay your balance with a credit card. You can also create an invoice to submit payment at a later time.

The screenshot shows the Haku dashboard for a user named Andria. The dashboard includes a sidebar with navigation options: Dashboard, Team, Products, Financials, Team Page, and Settings. The main content area displays a greeting: "Hi Andria, your organization has 1 open invoice and an open balance of \$29.00. Payments are due on Tue, 18 Jun 2024 11:59 PM". There are buttons for "Pay Balance" and "Create Invoice". Below this, there is a section for "haku" with a profile picture, an "Edit" link, and a "Share registration link" button. A toggle switch is set to "Public". Four summary cards show: 7 Paid, 1 To Approve, 6 To Pay, and 14 Total. A "Recent Activity" section shows a payment of \$174.00 and a reminder that only 34 days remain to register for the event.

3

Under the financials section, you can update your credit card information, access your invoices, or view your transaction history.

The screenshot shows the Haku dashboard with the "Financials" section selected. The sidebar is the same as in the previous screenshot. The main content area has tabs for "SETTINGS", "INVOICES", and "TRANSACTIONS". A search bar is present with the placeholder text "Find an invoice". Below the search bar is a table with the following columns: INVOICE NUMBER, DATE, STATUS, AMOUNT, and a dropdown menu. The table contains two rows of data:

INVOICE NUMBER	DATE	STATUS	AMOUNT	
00001	05/07/2024	Open	\$29.00	Pay
00002	05/07/2024	Paid	\$203.00	View

**WE'RE EXCITED TO SEE  
YOUR TEAM CROSS  
THE FINISH LINE!**

NEED HELP? CONTACT US AT  
**INFO@JANDARACING.COM** OR **(757) 731-3448**