



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 app dashboard. At the top, a notification states: "Hi John, your organization has an open balance of \$55.00. Payments are due on Wed, 18 Jun 2025 11:59 PM". There are two buttons: "Pay Balance" and "Create Invoice". Below this is a section for "haku" with an "Edit" link and a "Public" toggle. A registration banner reads: "Your Personal Registration Page For The 2025 ADP Corporate 5K Presented By Bon Secours" with "Share registration link" and "Register Myself" buttons. Four summary cards show: "1 Paid", "0 To Approve", "1 To Pay", and "2 Total". A "Recent Activity" section shows: "The last payment for your team was \$55.00" and "Get your team ready! Only 163 days remain to register for this 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 "Financials" section of the Haku app. At the top, a notification says: "Hi John, your organization has 1 open invoice". There is a "Pay Balance" button. Below is a navigation bar with "SETTINGS", "INVOICES", and "TRANSACTIONS". A search bar is labeled "Find an invoice". A table lists invoices with columns for "INVOICE NUMBER", "DATE", "STATUS", and "AMOUNT".

INVOICE NUMBER	DATE	STATUS	AMOUNT	
00121	01/06/2025	Open	\$55.00	Pay
00120	12/23/2024	Paid	\$55.00	View

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

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