



CHROME RIVER USER GUIDE

Registration Fees – Check Only Payments



CHROME RIVER USER GUIDE

Select the **Vendor** from the drop-down menu.

Tip: If the vendor is not listed, then contact Accounts Payable. Once Accounts Payable has entered the vendor, notification will be sent, and then this expense line item can be completed.

Remember to attach the invoice, or completed registration form, and click **Save**.

Click the **Submit** button.

Accounts Payable will process this request and send a check or ACH (direct deposit) to the vendor.

If the attachment is for a vendor that is not listed in the system, you will need to contact Accounts Payable to have the vendor added to the system.