

### **How to Tell if an Entry has been Submitted -**

From the Main Menu, under the Billing heading, select “Vehicle Usage.” That will bring you to a Vehicle Usage page for your agency and will show a listing of all your vehicles. Under the Status column will either be the word “Submitted”, if the vehicle's usage has been submitted, or else there will be a blank space displayed if it wasn't. You can click on the “Edit Usage” link in the Action column to enter your vehicle's usage or click on the “View Vehicle” link to see more detailed information about that vehicle.