

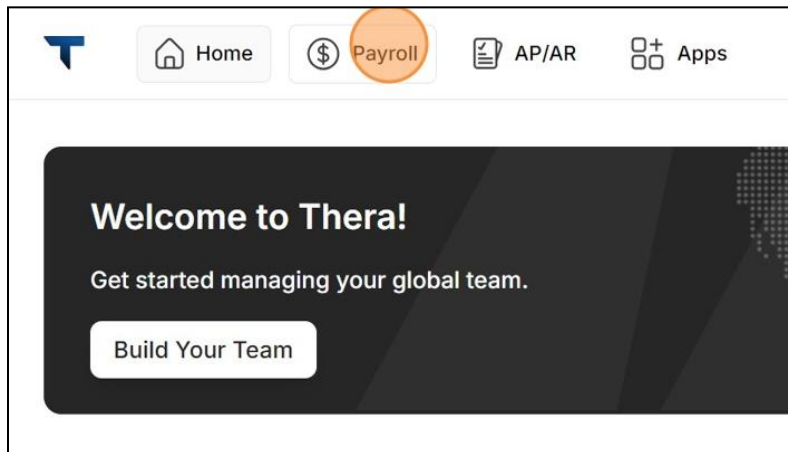
Processing a Payment Through Thera

Log into Thera

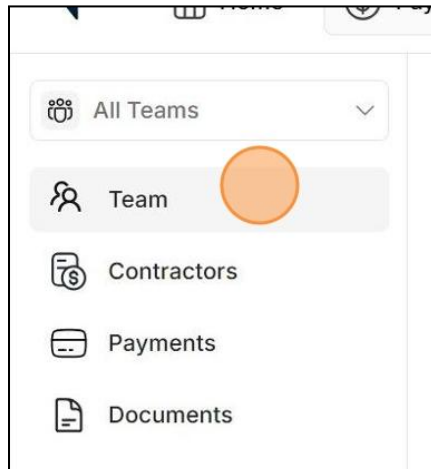
- Open your web browser and go to the Thera login page: <https://app.getthera.com/home>
- Enter your username and password, or you can use your Google Account to sign in.
- Click "Log In."

Opening an Invoice

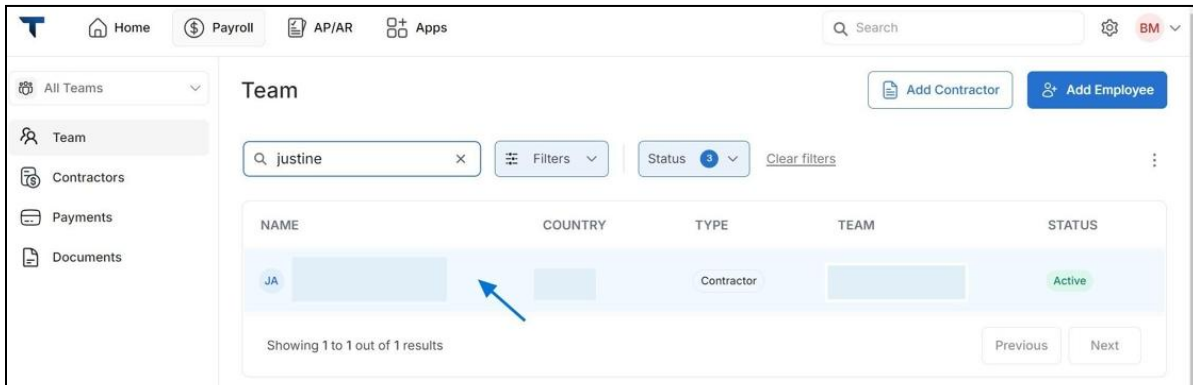
- Go to the payroll processing section.



- Under "Team," select the contractor's name.



- On the right side of the page, under "Contracts," select the appropriate contract with their rate.
- Click "Open Invoice."



Team

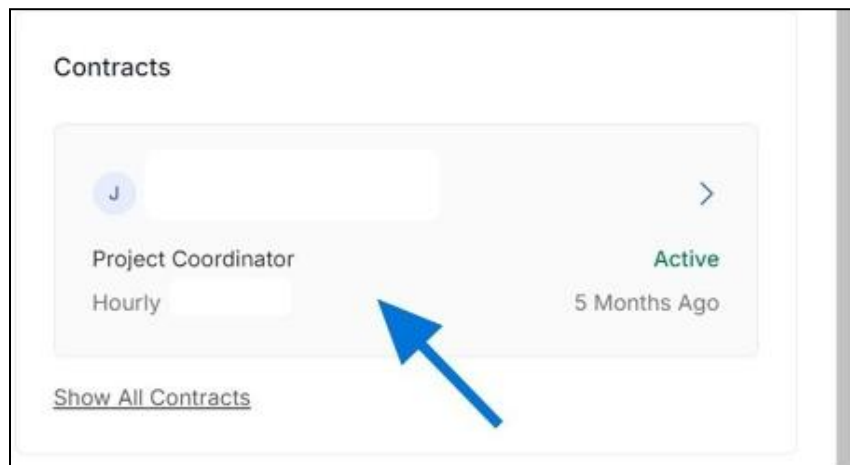
Search: justine

Filters: Status: 1

NAME	COUNTRY	TYPE	TEAM	STATUS
JA		Contractor		Active

Showing 1 to 1 out of 1 results

Previous Next



Contracts

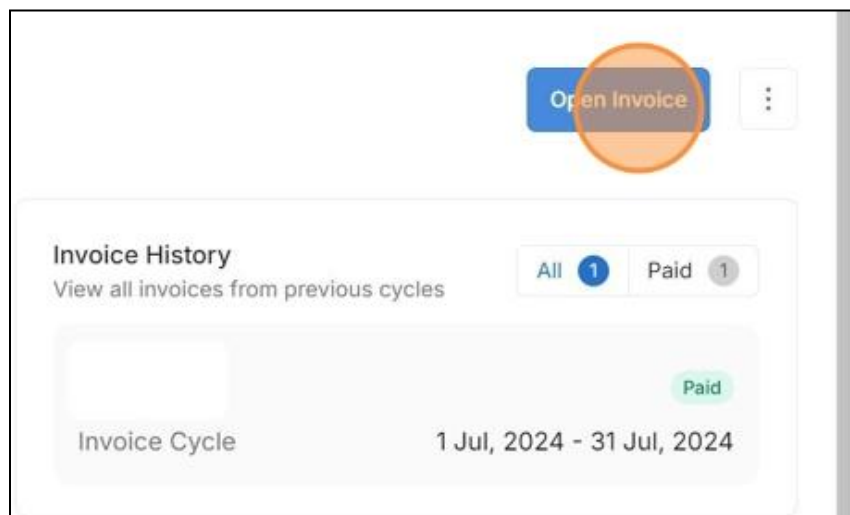
Project Coordinator

Hourly

Active

5 Months Ago

[Show All Contracts](#)



Open Invoice

Invoice History

View all invoices from previous cycles

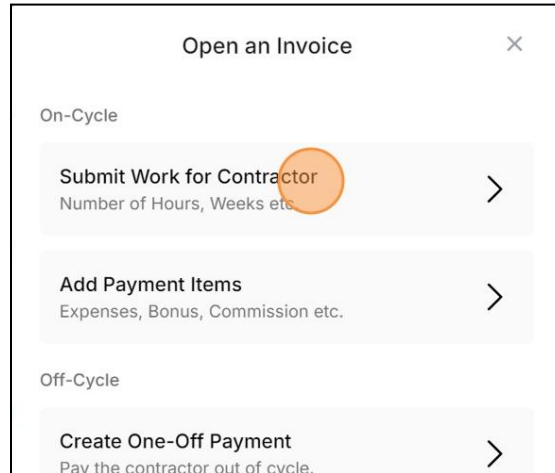
All 1 Paid 1

Invoice Cycle

1 Jul, 2024 - 31 Jul, 2024

Paid

- Click "Submit Work for Contractor"



Open an Invoice

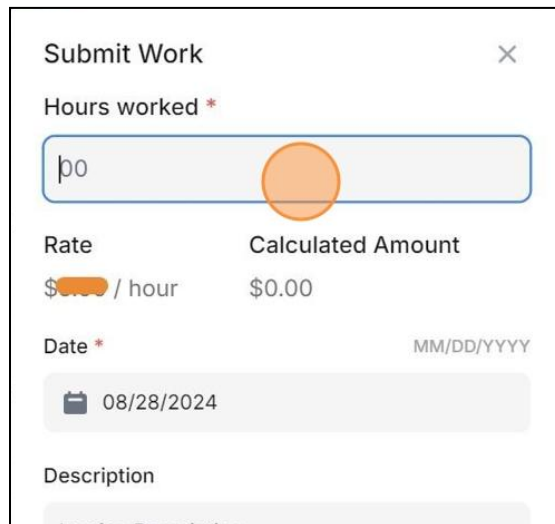
On-Cycle

- Submit Work for Contractor**
Number of Hours, Weeks etc.
- Add Payment Items**
Expenses, Bonus, Commission etc.

Off-Cycle

- Create One-Off Payment**
Pay the contractor out of cycle.

- Click the "hours worked" field. Enter the number of hours worked and description, if applicable. There would automatically calculate the total amount.



Submit Work

Hours worked *

po

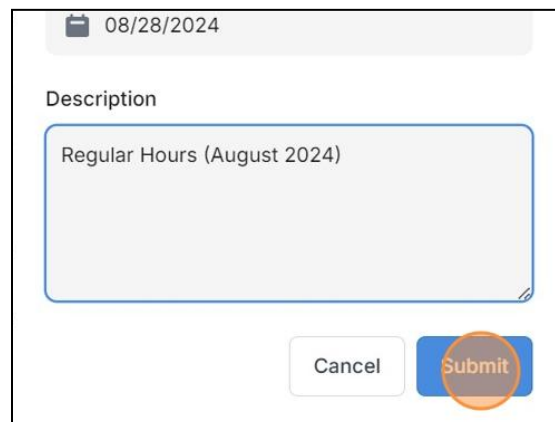
Rate Calculated Amount

\$ / hour \$0.00

Date * MM/DD/YYYY

08/28/2024

Description



08/28/2024

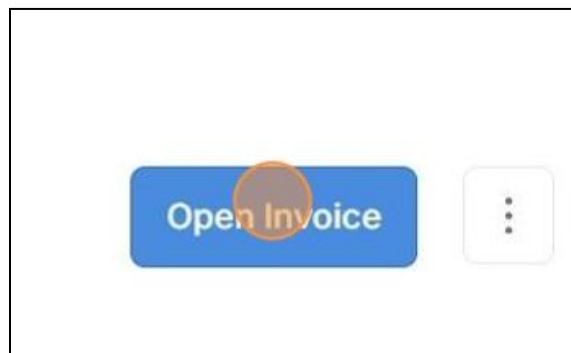
Description

Regular Hours (August 2024)

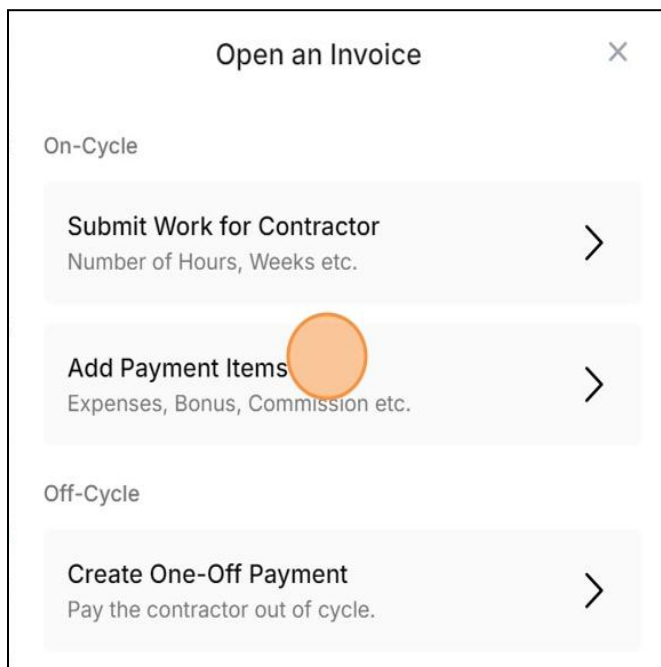
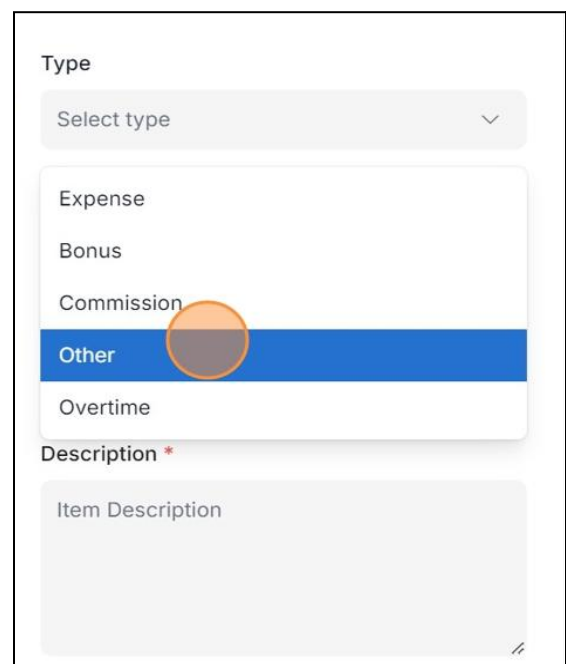
Cancel Submit

Selecting the Type of Invoice

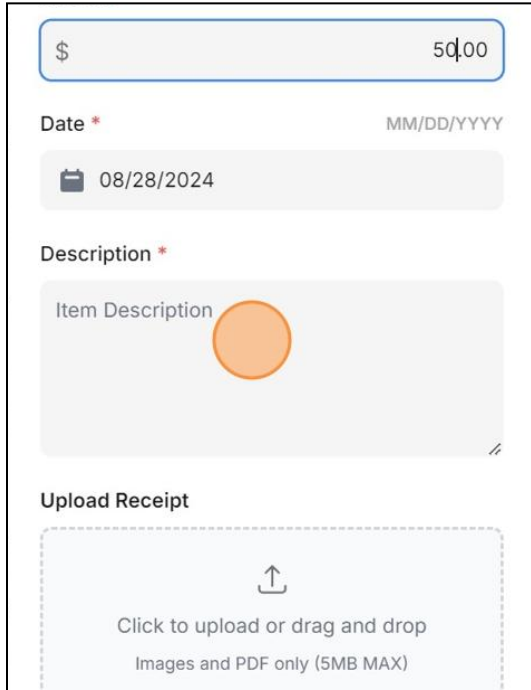
- **Submit Work for Contractor:** Enter the number of hours worked, date, and description.
- **Create One-Off Payment:** For out-of-cycle payments, such as mid-month bonuses.
- **Add Payment Items:** Select the type of payment (expense, bonus, commission, other, overtime), date, description, and receipt. Payment items can be set as recurring per cycle.



16. Click "Add Payment Items", then select the type of payment you want to create an invoice for.

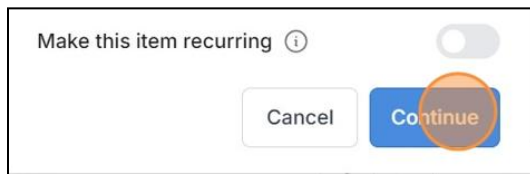
A screenshot of a dialog box titled 'Open an Invoice' with a close button (X) in the top right corner. The dialog is divided into two sections: 'On-Cycle' and 'Off-Cycle'. Under 'On-Cycle', there are two options: 'Submit Work for Contractor' (with subtext 'Number of Hours, Weeks etc.') and 'Add Payment Items' (with subtext 'Expenses, Bonus, Commission etc.'). Under 'Off-Cycle', there is one option: 'Create One-Off Payment' (with subtext 'Pay the contractor out of cycle.'). An orange circle is drawn over the 'Add Payment Items' option.A screenshot of a dropdown menu titled 'Type'. The menu is open, showing a list of options: 'Expense', 'Bonus', 'Commission', 'Other', and 'Overtime'. The 'Other' option is highlighted with a blue background and an orange circle. Below the dropdown, there is a section labeled 'Description *' with a text input field labeled 'Item Description'.

- Enter the amount, date, description and you can also upload a receipt, if applicable.



The form contains the following fields and options:

- Amount:** A text input field with a dollar sign icon and the value "50.00".
- Date:** A date picker with a calendar icon, showing "08/28/2024". The format "MM/DD/YYYY" is indicated.
- Description:** A text area with a placeholder "Item Description" and an orange circle icon.
- Upload Receipt:** A dashed box containing an upload icon and the text "Click to upload or drag and drop" and "Images and PDF only (5MB MAX)".



The form contains the following elements:

- Make this item recurring:** A toggle switch with an information icon (i) to its left. The toggle is currently turned off.
- Buttons:** "Cancel" and "Continue" buttons. The "Continue" button is highlighted with an orange circle.

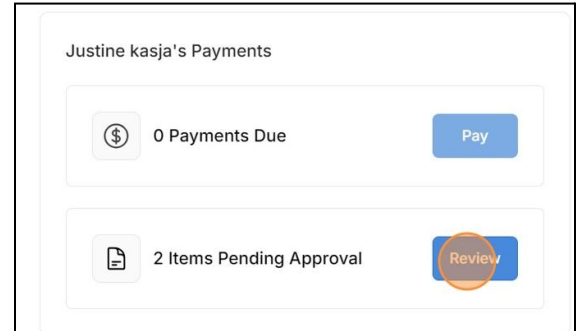
Approving Invoices

For Bulk Approval:

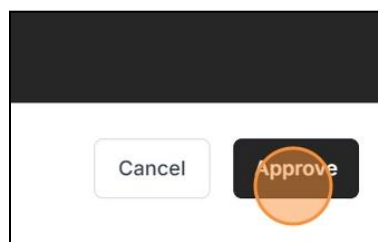
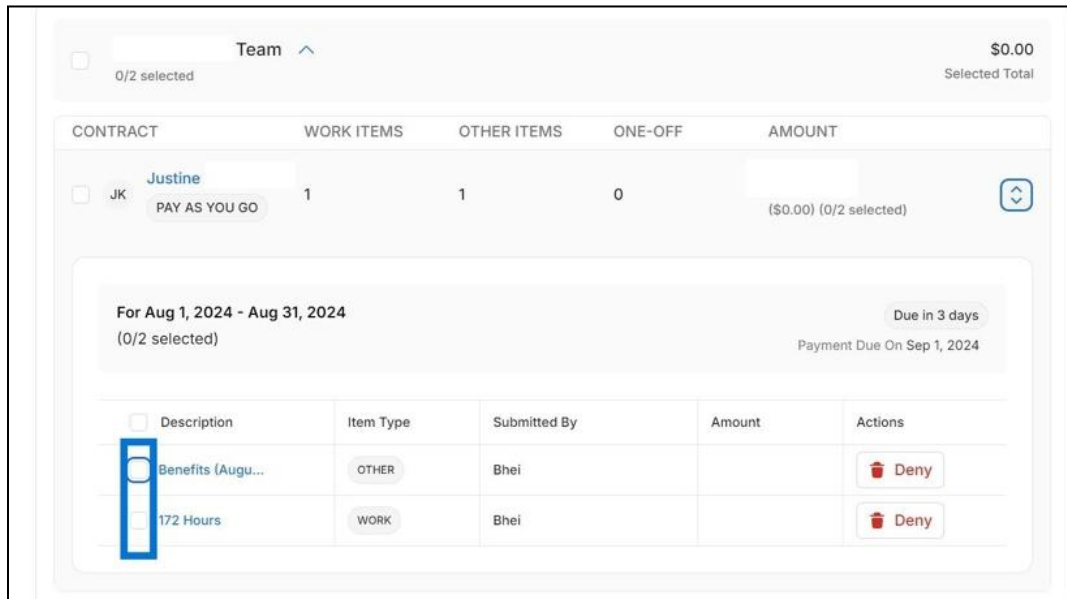
- Select the "Contractors" option under Payroll.
- In the payments section, choose "Review Invoices."
- Review the list of invoices, select those that need approval, and click "Approve."

For Individual Approval:

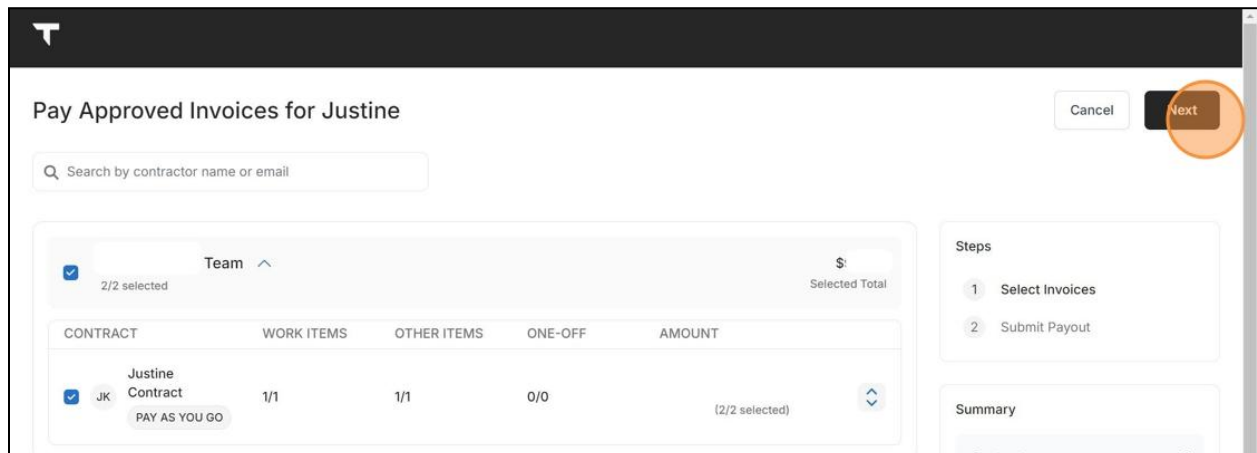
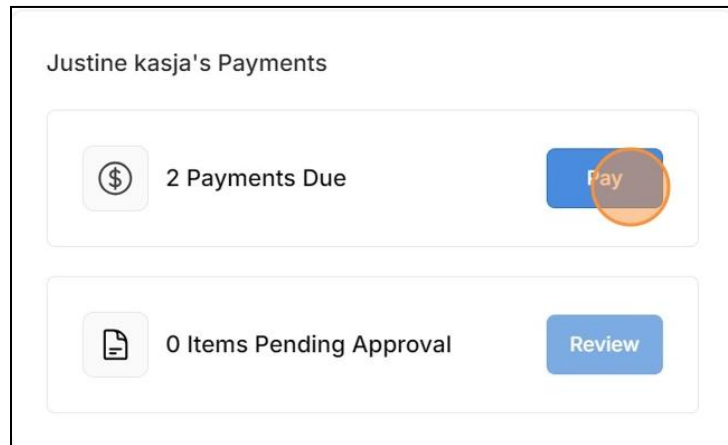
- From the contract of the contractor, go back to their profile page.
- On the lower right hand corner, click on "review" beside the 'items pending approval'



- On the approval page, expand the contractor's invoice, then select the invoices you want to process. After ticking the box, you may click on "approve" on the top right corner of the page



- Once the invoices are approved. The payment would appear as 'due' on the contractor's profile page.



- It will route you to the payment page. Select on the contract with the approved invoice, and then click next. A summary widget will appear. Click on 'pay'.