



Participant SDP Vendor Instructions

As we are getting ready for the end of the first month of SDP, please note the following for submitting invoices to be paid.

- 1. ALL INVOICES HAVE TO BE APPROVED AND SIGNED BY YOU.** This means that vendors cannot send us an invoice directly. Please ask your vendor to send you the invoice at the end of the month and try to get it to us by the 4th of each month, so that we can bill Regional Centers.
2. When you receive an invoice from your vendor, please make sure that you approve the amount. You must put your signature on the invoice before you email it to us. Your signature lets us know that you approved that invoice and it is a requirement of the Regional Centers. Please make sure the invoice is issued to the participant's name ONLY.
3. **All invoices should be emailed by you to: INVOICE@ACTIONFMS.COM**
4. All invoices received prior to the 4th of the month will be uploaded to our portal by the 10th of the month. This means that you can always check the portal to see if invoices have been received. We will go over the portal function with you after your first entry to the portal.
5. All invoices will be paid prior to the 20th if we receive the invoice on or before the 4th of a month. If the invoice is received after the 4th, we will submit it in the second schedule with the Regional Center and it can take another week for us to issue payment to your vendor.
6. If you have any questions, please email A@actionfms.com or send a request to Invoice@actionfms.com.
7. For invoices that are not approved, you will get an email, from us, no later than 5 days from submittal.