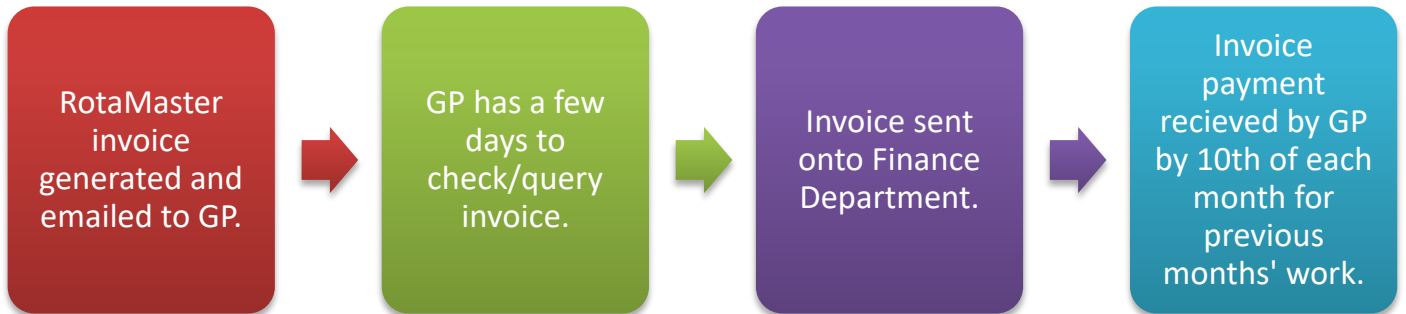


Invoicing Process



Example:

Dr Kingston has done 5 shifts throughout the month of June – RotaMaster has produced an invoice showing the relevant information (Location/Time/Duration of shift) along with the total amount to be paid.

KGPC send this invoice to Dr Kingston towards the end of each month via email from RotaMaster. **Document password is needed to view invoice (instructions below)**

Dr Kingston then has a few days to check the invoice is correct – and raise any queries by email – swlicb.chambersextendedhours@nhs.net The last date to send any queries, will be stated on the email.

We then send the invoice on to our finance department, who will process the invoice and make payment to Dr Kingston by the 10th of the following month.

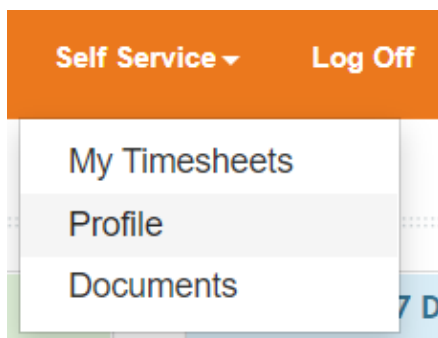
Document Password Instructions:

To view your 'Document Password' to open your invoice, please follow the steps below:

Log in to your RotaMaster account (where you request shifts)



Select – 'Self Service' from the menu across the top of the page.



Then select – 'Profile'

My Profile

Home Address Contact Details **Login Details** Compliance Bank Details Emergency Contacts

[Edit](#)

Password

Document Password 👁

Username

Select – ‘Login Details’

You can then view your Document Password by clicking on the ‘eye’ icon.

If you need to change your password, you can do so by clicking the blue ‘Edit’ button.

My Profile

Home Address Contact Details **Login Details** Compliance Bank Details Emergency Contacts

Password

Current Password

New password must be between 8 and 16 characters long, contain an uppercase letter, a lowercase letter, a number and one of the following special characters #?!@\$\$%^&*~

New Password

Confirm Password

Document Password

New password must be between 8 and 16 characters long, contain an uppercase letter, a lowercase letter, a number and one of the following special characters #?!@\$\$%^&*~

Username