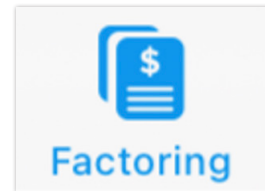


How to Use Factoring in the RTS Pro Mobile App

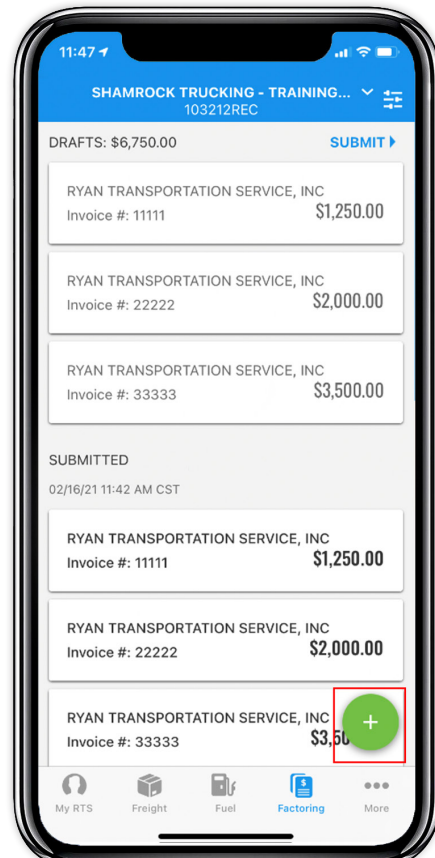
Follow these steps to successfully create, edit and submit invoices to your RTS Financial factoring account through the RTS Pro mobile app.

Please note: Any invoices that are created, edited, deleted or submitted through RTS Pro mobile will also be updated on RTS Pro web.

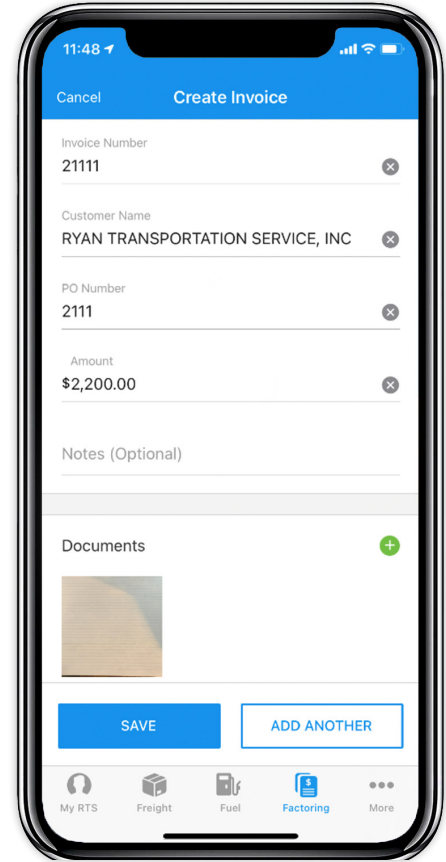
1. Tap the Factoring icon located in the RTS Pro navigation bar at the bottom of your screen.



2. You will be directed to the Factoring section of the app. Drafted invoices are listed at the top – these are invoices that have been entered but have not yet been submitted to RTS. Previously submitted invoices appear at the bottom. To create a new invoice, select the green plus sign (+) at the bottom-right corner of your screen.

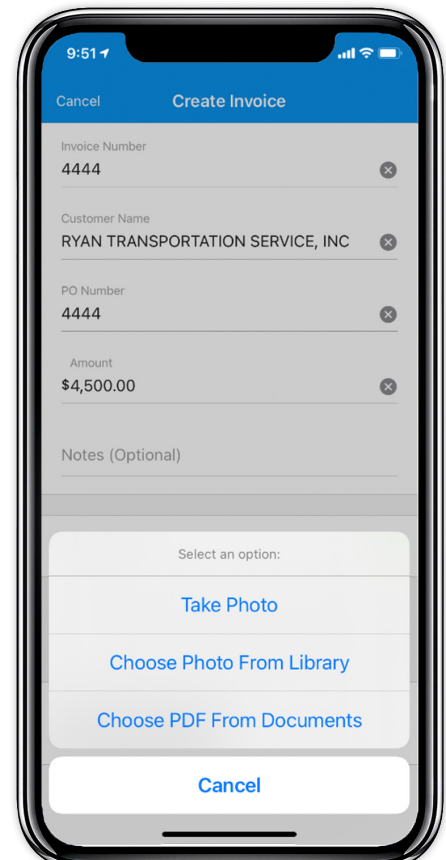
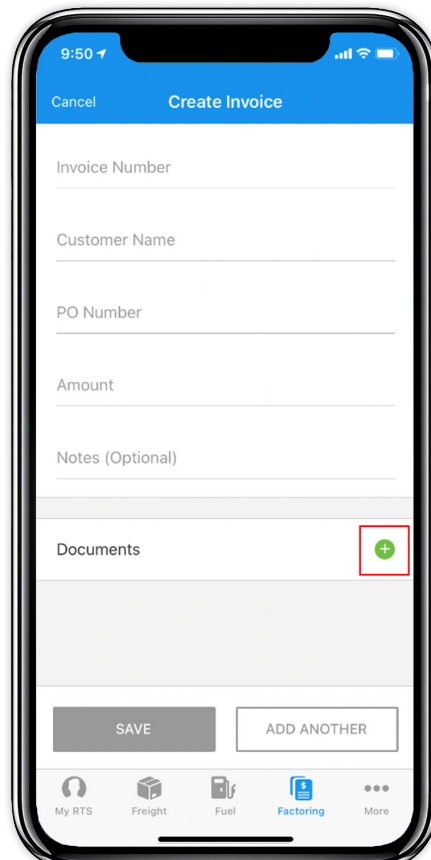


3. The Invoice Number, Customer Name, PO Number, Amount and at least one document are required to save the invoice.

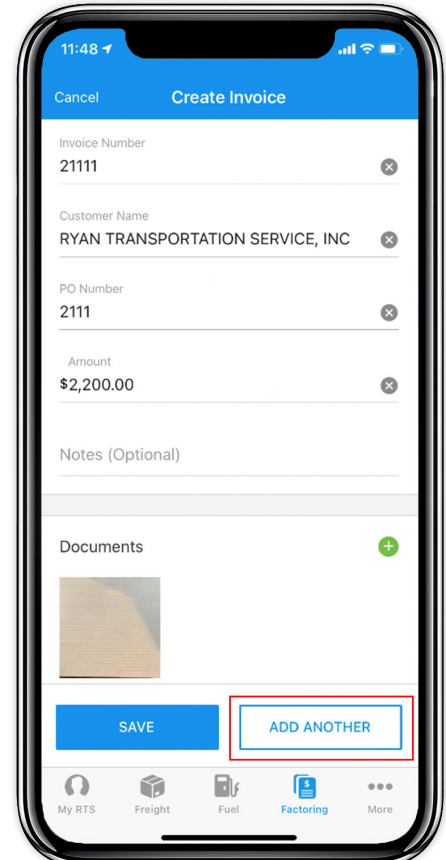


4. Select the green plus sign (+) in the **Documents** section to add a document to your invoice. You can scan an image, upload a photo from your library or choose a PDF from your documents.

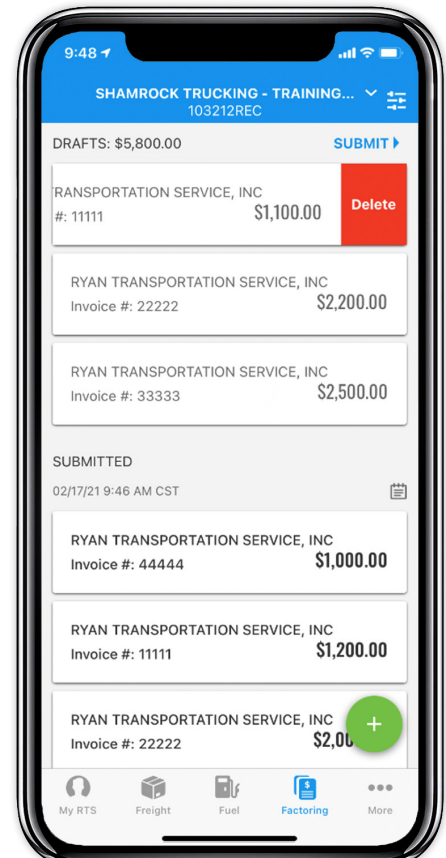
Note: To preview an image before submission, simply tap on the document you wish to view.



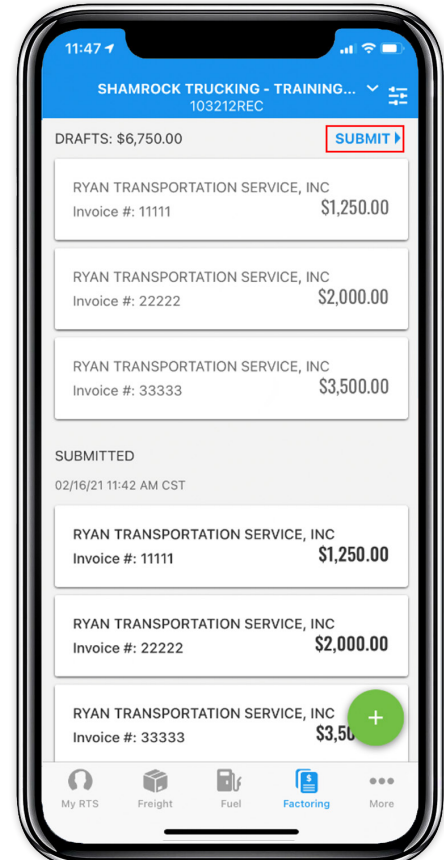
5. If you want to add another invoice to the purchase, tap **Add Another**. If you are finished adding invoices, tap **Save**.



6. Once an invoice has been successfully saved, you will be directed back to the main Factoring screen where you can review your drafts. To delete an invoice, swipe left on the invoice line and tap **Delete**. To edit an invoice, simply tap on the invoice line. You will be directed to the Edit Invoice screen to make changes.

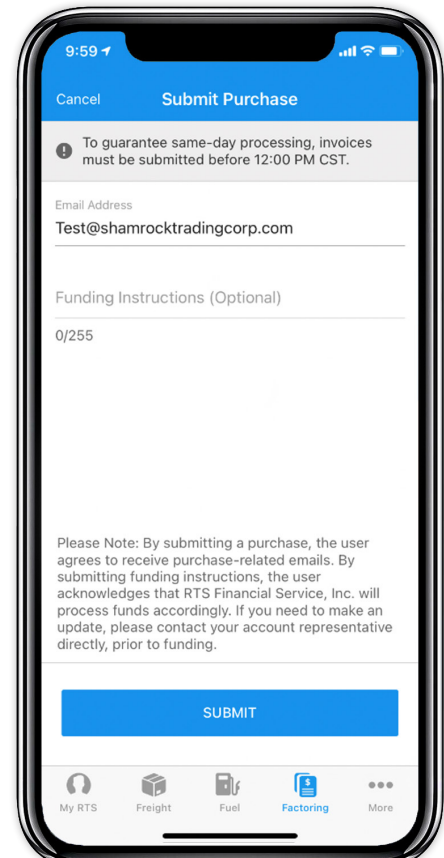


7. When you are ready to submit your drafted invoices to your RTS Financial factoring account, tap **Submit** in the top-right corner of your screen.

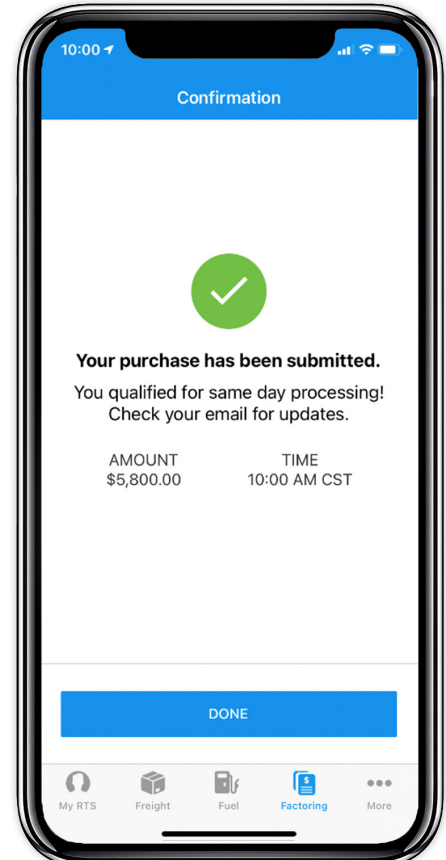


8. You will be directed to the Submit Purchase screen, where you can submit optional funding instructions to your account representative. Select **Submit** at the bottom of the screen to send your invoices to your account representative for review.

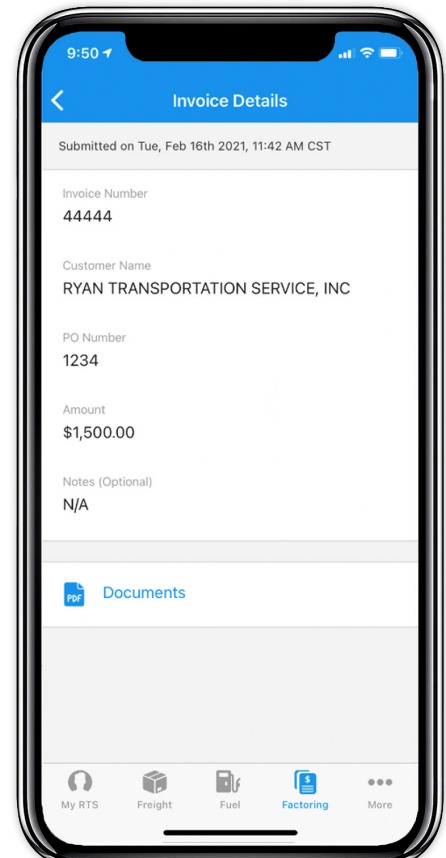
Remember, when you make changes to invoices in the RTS Pro mobile app, invoices will also be updated on RTS Pro web.



9. You will receive confirmation that your invoices have been successfully submitted. Tap **Done** to exit and return to the Factoring section of the RTS Pro mobile app.



10. To review previously submitted invoices, scroll to the Submitted section and tap on the invoice you wish to view. To view documents associated with the invoice, tap the blue **Documents** button.



11. If you would like to filter and review submitted purchases by date, tap the filter icon in the top-right corner of the screen.

If you have questions on how to use Factoring in RTS Pro, please contact your RTS Financial account representative.

