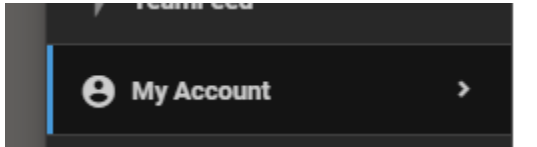
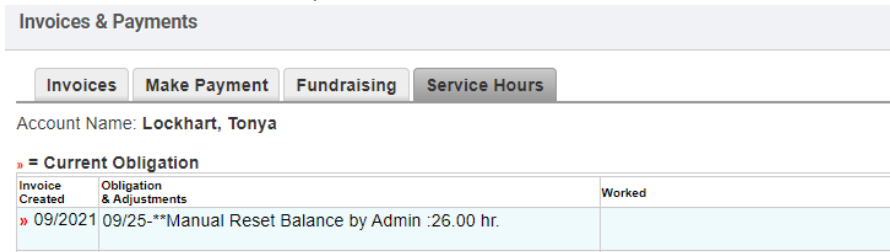


Workshare Hours – Balance Check Instructions

1. Log into your account.
2. Go to “My Account” in the left options bar.



3. Select “Invoices & Payments”
4. You will see tabs at the top. Select “Service Hours”



5. Use the scroll bar at the bottom to scroll to the right. You will see your balance on the far right.

