

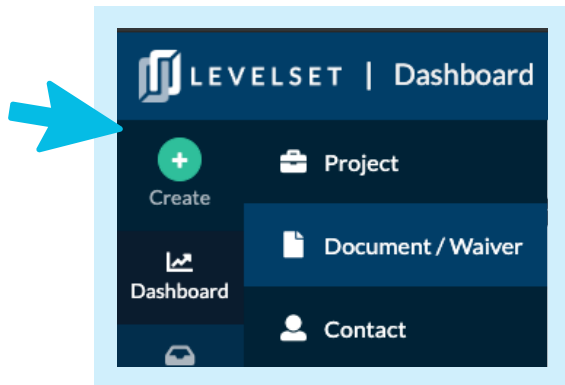
Send Invoice Reminders with Levelset



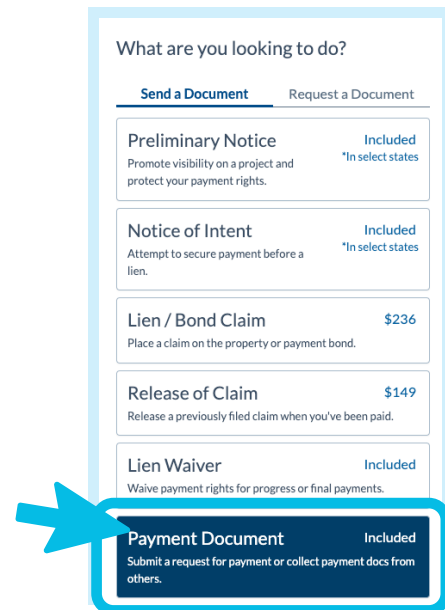
LEVELSET
Payment help is here.

Get paid faster by emailing invoice reminders to your customers through Levelset.

1 Step One: Hover over the **Create** button in the blue navigation menu on the left side of your account. Select **Document/Waiver**.



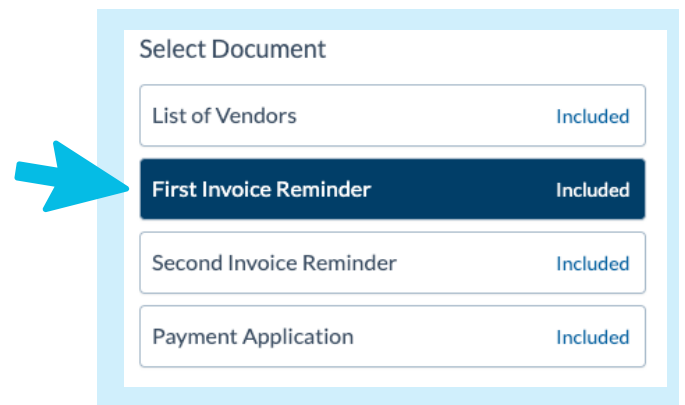
2 Step Two: Select **Payment Document**. Click **Next**.



3 Step Three: Choose the project the invoice should be associated with and the type of invoice reminder you'd like to send.

You can add a new project to your account or search your existing projects. Click **Next** and choose between a **First Invoice Reminder** or **Second Invoice Reminder**.

Fill out document details, select recipients, and on the final step click the **Create Document** button to email the invoice reminder.



Are you interested in having Levelset send invoice reminders *automatically*?

This can be configured under Document Settings of your account. Reach out to your dedicated Payment Expert for more info!