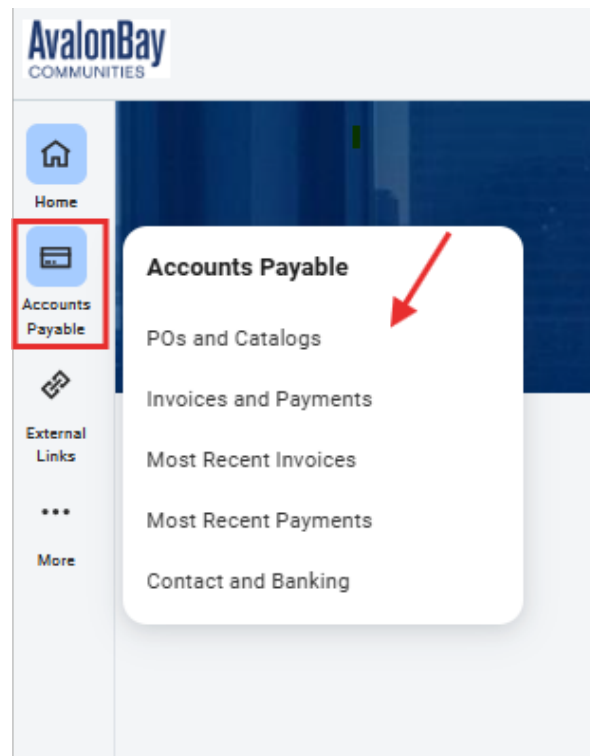


OVERVIEW:

Use this guide to access apps in your Workday portal account. Your account should come preloaded with some frequently used apps, such as POs and Catalogs, Invoices and Payments, and the Contacts and Banking app.

1. In the top-left of your home screen, you will find a list of icons.
2. Click on Accounts Payable icon.



- The “POs and Catalogs” app is where you can find your POs, create an invoice from a PO, and view applicable catalogs.
 - The “Invoices and Payments” app allows you to view your invoices and payments.
 - The “Most Recent Invoices” app allows you to view and download your invoices when you click “View more details.”
 - The “Most Recent Payment” app allows you to view and download your payments when you click “View more details.”
 - The “Contacts and Banking” app allows you to update your contact information, supplier alternate names, and supplier classification. Updates to banking information are not available within the app. To sign up for ACH, please send an email to jpmorganip@avalonbay.com.
3. The External Links icon contains our Supplier Hub, where you can find training material & resources, and additional means of contacting our team if you need further assistance.
 4. For additional details on how to use the app, please refer to the reference guides in the supplier hub.