

How to access Payment Details

Atrium LSP Ware

I. Accessing Atrium Desktop:

- a. Log in to Atrium: Start by logging in to the Atrium platform using your credentials.
- b. Navigate to Payments: Once logged in, locate the Payments section. You can usually find it positioned at the top, next to Closed jobs.

Check Request #	Check Date	Total Units	Check Memo
1	05/25/2021	\$222.40	
39	07/30/2021	\$25.00	Thank you!
2181	10/19/2022	\$25.00	

- c. Access Detailed Information: The Check Request number in Atrium corresponds to the Invoice Number you receive in the email notification when a payment from INGCO is initiated. Check the column labeled "Check Request #" to find the relevant invoice number linked to the payment.

Check Request #	Check Date	Total Units	Check Memo
1	05/25/2021	\$222.40	
39	07/30/2021	\$25.00	Thank you!
2181	10/19/2022	\$25.00	

- d. Accessing Job Numbers: Click on the Check Request number to access detailed information. This action will direct you to a document containing all the job numbers related to the check request.



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Interpreter	
Name:	Test Test
Address:	1330 Lagoon Ave St Paul, MN 55408

Check Summary	
Pay Date:	10/19/2022
Check Request #:	2181
Check Amount:	\$25.00

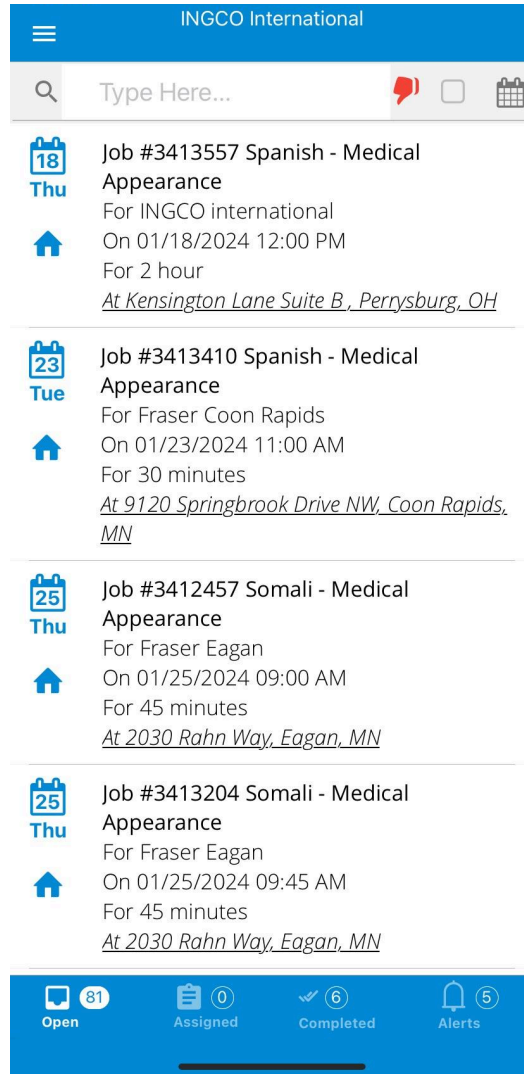
Check Request Detail						
Request #	Interpretation	Type	Language	Client Name	Units	Amt Due
3402385	10/19/2022 2:00 PM	Standard Interpretation - Vi	Spanish	INGCO international	1	\$25.00

					1	\$25.00

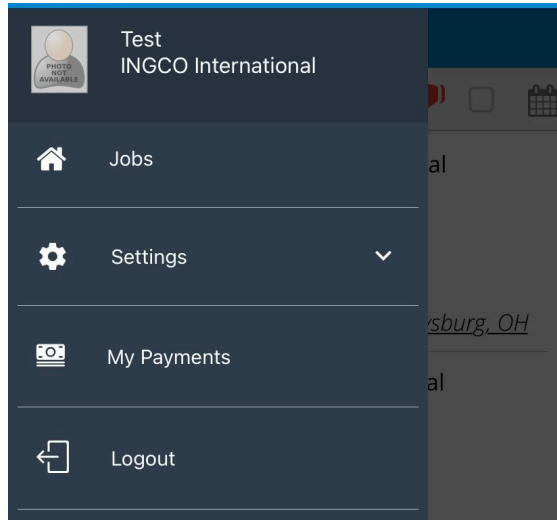
2. Accessing Atrium LSP Ware via Mobile App:

a. Log in to the App: Launch the Atrium mobile app and log in using your credentials.

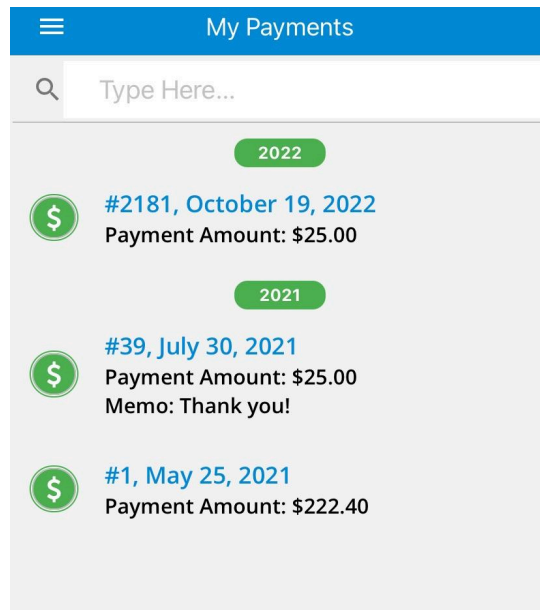
b. Navigate to the Menu: Locate the three bars at the top of the app interface.



c. Navigate to Payments: In the menu, select the option labeled "My Payments" to access payment-related information.




d. Identifying Invoice Number: Similar to the desktop version, the Check Request number in Atrium corresponds to the Invoice Number you receive in the email notification when a payment from INGCO is initiated.



e. Access Detailed Information: Click on the check request number to access detailed information. This will direct you to a list of all the job numbers related to the check request.

[← Back](#) **Payment Details #2181**

Check Request Number #2181 Posted On
October 19, 2022

	Job #3402385 Standard Interpretation - Virtual on 10/19/2022 for INGCO international Hours: 1.00	\$25.00
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Total: **\$25.00**