How to access Payment Details

Atrium LSP Ware

1. 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.



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 Requ #	lest Check Date	Total Units	Check Memo	
	T	Y	Y	
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.

		INGCO International 200 Southdale Center Edina, MN 55435 Phone: 612-605-8006 scheduling@ingcointernational.com		
Interpr	eter	Check Summa	ry	
Name:	Test Test	Pay Date:	10/19/2022	
Address:	1330 Lagoon Ave	Check Request #:	2181	
	St Paul , MN 55408	Check Amount:	\$25.00	

Check Request Detail						
Request # 3402385	Interpretation 10/19/2022 2:00 PM	Type Standard Interpretation - V	Language i Spanish	Client Name INGCO international	<u>Units</u> 1	Amt Due \$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.

=	INGCO International			
Q	Type Here 🕈 🗋			
18 Thu	Job #3413557 Spanish - Medical Appearance For INGCO international On 01/18/2024 12:00 PM For 2 hour <u>At Kensington Lane Suite B, Perrysburg, OH</u>			
23 Tue	Job #3413410 Spanish - Medical Appearance For Fraser Coon Rapids On 01/23/2024 11:00 AM For 30 minutes At 9120 Springbrook Drive NW, Coon Rapids, MN			
25 Thu	Job #3412457 Somali - Medical Appearance For Fraser Eagan On 01/25/2024 09:00 AM For 45 minutes <u>At 2030 Rahn Way, Eagan, MN</u>			
25 Thu	Job #3413204 Somali - Medical Appearance For Fraser Eagan On 01/25/2024 09:45 AM For 45 minutes <u>At 2030 Rahn Way, Eagan, MN</u>			
Open	81 🛱 🔘 🛩 6 🛕 6 Assigned Completed Alerts			

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.

く 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		
		Total: \$25.00		
