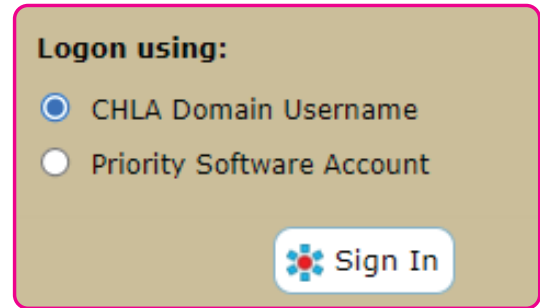
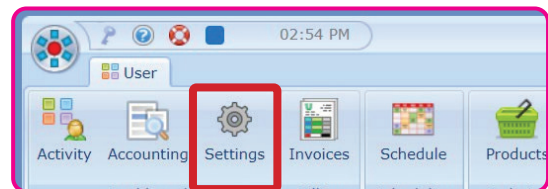


INSTRUCTIONS

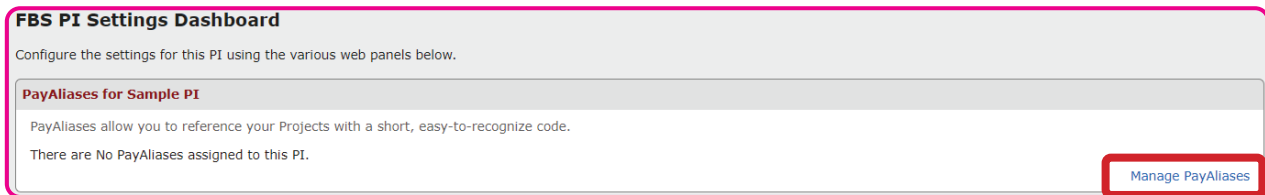
- Log into [CoreConnect](#).
 - FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.
 - FOR EXTERNAL USERS:** Refer to the invoice for payment instructions. Payment should be made Net 30 days from the invoice date.



- Select the **Settings** icon.



- Click **Manage PayAliases**.



- Fill-in the following:

- PayAlias:** Custom name of the account (i.e. NIH Best Starts to Life)
- Start Date:** Project's start date
- Account:** PeopleSoft's Project ID
- Order Reference:**
- Active:** Check

| | PayAlias | Start Date | Account | Order Reference | Active |
|-----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|
| + | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| No PayAliases Listed. | | | | | |