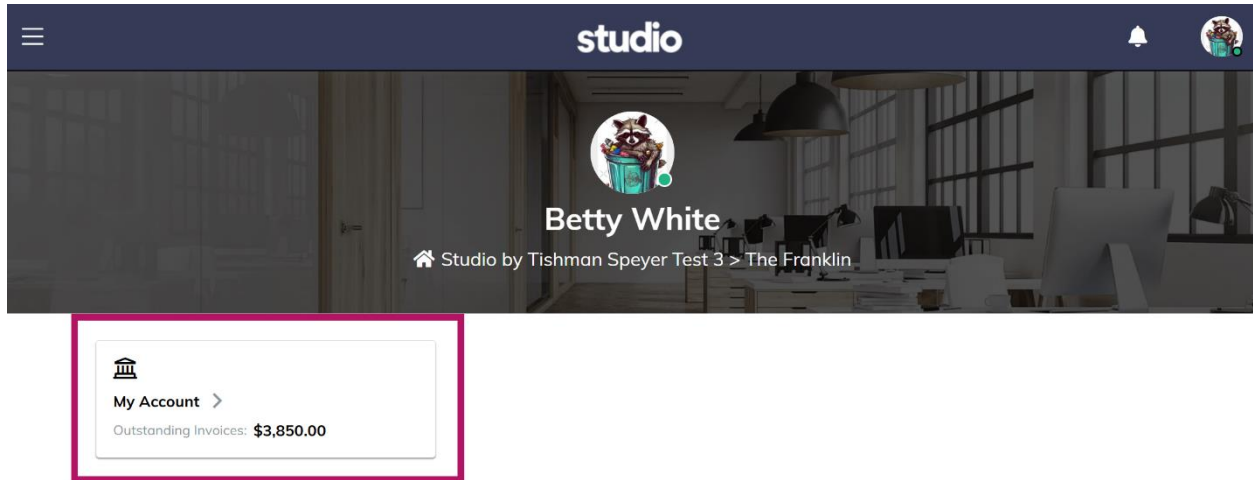


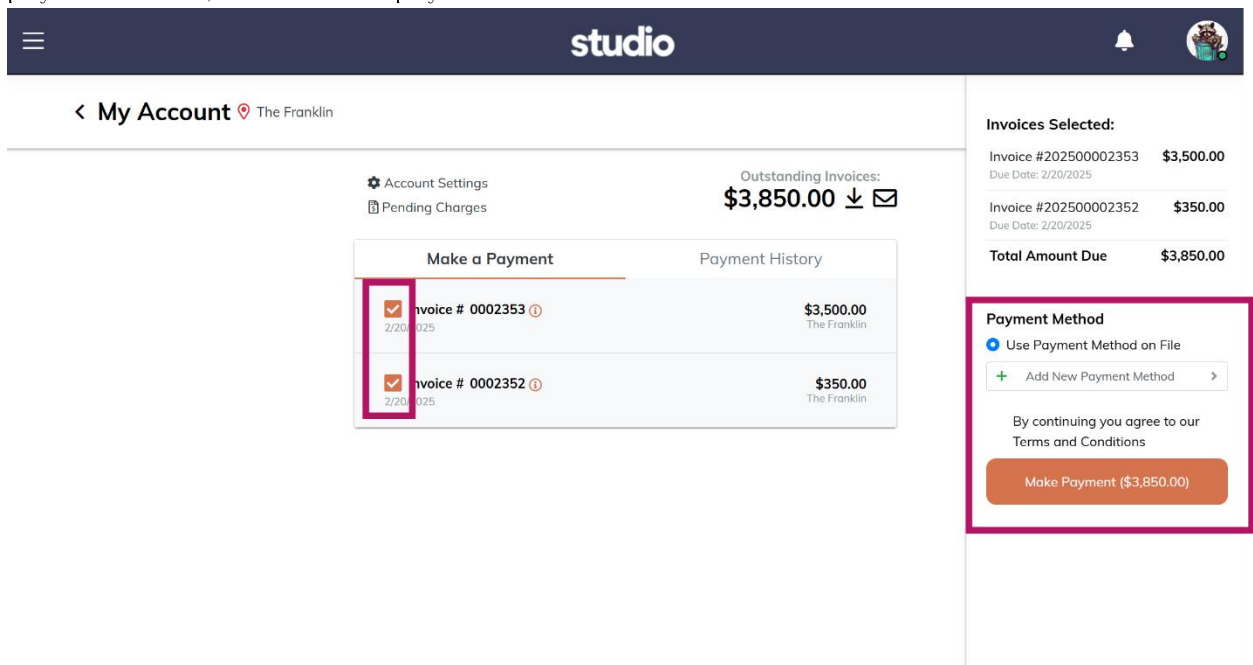
How to Download Invoices & Make Payment from Yardi Kube Billing Portal

Step 1 – Log in to Yardi Kube using your member email username & set password. Let the Studio Teams know if another contact needs billing access.

Step 2 – Click “My Account” to view all invoices and make payment.



Step 3 – View your invoices and select the invoices for payment. Click “Make Payment” using the payment on file, or add a new payment method.



To download your invoices, click the ⓘ icon and select “Full Invoice PDF”

The screenshot shows the Studio account dashboard for 'The Franklin'. The top navigation bar includes a menu icon, the 'studio' logo, a notification bell, and a profile icon. The main header shows '< My Account' and 'The Franklin'. On the right, it displays 'Amount Due (\$0.00)' and 'No Invoices Selected!'. The main content area has two tabs: 'Make a Payment' (active) and 'Payment History'. Under 'Make a Payment', there is a list of invoices. The first invoice, #000235, is highlighted with a red box around its ⓘ icon. The second invoice, #0002352, is also visible. The total outstanding amount is \$3,850.00. A 'Make Payment (\$0.00)' button is located on the right side of the dashboard.

Invoice #	Amount
Invoice # 000235 ⓘ	\$3,500.00
Invoice # 0002352 ⓘ	\$350.00

The screenshot shows the Studio account dashboard with a modal window open for Invoice #202500002353. The modal displays the 'Outstanding Amount' as \$3,500.00. It also shows the 'Invoice Created' date as 2/20/2025 and the 'Due Date' as 2/20/2025. A 'Full Invoice PDF' download link is highlighted with a red box. At the bottom of the modal, there is a 'Pay Invoice (\$3,500.00)' button. The background of the dashboard is dimmed.

Invoice #	Outstanding Amount
Invoice #202500002353	\$3,500.00