HOW TO ACCESS IOI TRAINING MODULE
“HOURS & DOLLARS”

1. Go to IOIpay.com and log in, once logged in you will click on LEARNING CENTER.

2. Once you click on learning center this screen comes up, click the “X” to close the IOI Learning Center Paper
3. You then will click on **Quick Steps Training**

4. This screen will open, click the “X”.
5. You then will click on the “2”

6. You then will click on the “2”
7. This screen opens and you want to click on the “Standard” tab.

8. This Screen opens, choose the “Hours and Dollars” tab.
9. This section will walk you through the Hours and Dollars Screens. If you have any questions you can click on the “How-To's” button on the main training screen, you can type in a key word to help you locate information on what you need help on.