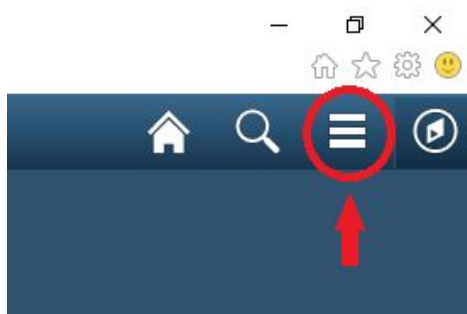


M-Pathways users have access to the same tools that the Finance Customer Care team uses to do payment research. This allows you to check payment status of an outgoing payment or find a Supplier ID. Of course, we're always glad to help you find information, but if you prefer to check things out yourself, see below for how to find our homepage and make it your own.

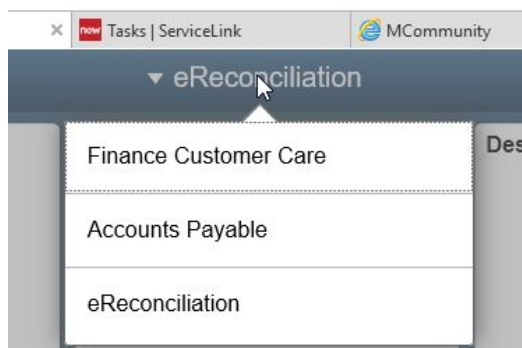
Adding the Finance Customer Care Homepage

1. In M-Pathways Financials, click the icon that looks like three horizontal lines on the top right of your screen:



2. Select Personalize Homepage.
3. On the top left of your screen, click the button that says Add Homepage.
4. Scroll until you find the Finance Customer Care Homepage. Select that and click Add.
5. Click the green Save button in the right corner of the screen.

You can toggle back and forth between your homepages by using the drop-down menu at the top of the page:



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