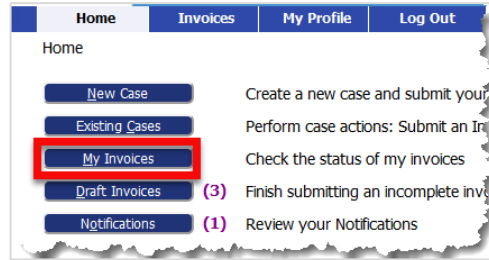


4

Check Invoice Status

1. To check status, from the 'Home' page, click **My Invoices**.
2. Locate the submission listing and check the Status column to the right.

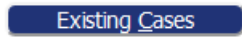


My Invoices Between 05/26/2017 and Today

Submission ID	Invoice #	Case Title	Invoice Case #	Date Submitted	Document Type	Probate Court	Status
3221	456789456	TIMOTHY TOTTEN		05-26-2017 02:04:33 PM	Attorney PDF Invoice	Hartford Regional Children's Probate Court	Awaiting Approval

Access Date Stamped Documents

1. To access stamped documents, from the Home page, click the **Existing Case** button.



2. On the "Cases" page, enter the case number, including hyphens, and click **History** or find the case in the list of previously submitted invoices and click the "Case Number" hyperlink for the listing.

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD01-0000083519	Hartford Probate Court	Submit Invoice	History

Ex: PD01-16-44402-1/PD01-0000014111

[Search Cases](#)

Show Active
 Show Inactive
 Show Both

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
TEST CONTRACT CONSERVATOR	PD37-0000083519	Submit Invoice	Contract Conservator Invoice	New Haven Probate Court	<input type="checkbox"/>
TEST CONTRACT CONSERVATOR	PD03-0000083519	Submit Invoice	Contract Conservator Invoice	Tobacco Valley Probate Court	<input type="checkbox"/>
TEST CONTRACT CONSERVATOR	PD01-0000083519	Submit Invoice	Contract Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>

Quick Guide – Contract Conservator (<https://go.tybera.net/ct>)

1

Request Account

1. Click **Request Account** on 'Login' page.
2. Create Profile (State of CT Vendor # Requirement)
3. **Login** (After approval of Account)

Request a User Account

Company Name: MY OWN COMPANY

User Name: *

Your password must be at least 8 characters long, must contain at least one number, must contain an up...

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Juris ID: *

Vendor Number: *

Phone: * Fax:

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#) [Forgot Your User Name?](#)

[Request Account](#)

2

Entering an Invoice - New Case

1. Click the **New Case** button [New Case](#) and select the correct Case Type.
2. Select the correct court from the dropdown, and click **Next** to move forward.

Invoice Initiation: Contract Conservator Invoice

Probate Court

2

Entering an Invoice - New Case (cont.)

3. Add Invoice - Use the Document Type dropdown to select the Contract Invoice, and click **Add**.
 - Fill in required form information.

Contract Conservator Invoice

Invoice Information
 Unique invoice numbers are required for every invoice submitted. Using duplicate invoice numbers will cause a delay in payment. Invoice numbers can include letters and numbers, no spaces. Do not include the case name in the invoice number.

Invoice Number:

Conservator Name:

Total Amount: \$0.00

Quarter:

Medicaid Applications
 Total Medicaid Applications Amount: \$ 0.00

Case #	Case Name	Date of Determination	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click **Add** to add Medicaid Application and fill in the pop-up. Click **Save**.
- Continue clicking **Add** and **Save** to create additional lines.

Detailed Billing Items

Total Detailed Billing Amount: \$ 0.00

Case #	Case Name	New Case (Y/N)	No. of Billable Months	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New Cases this Quarter

Case #	Case Name	Date Appointed	Appointed As	Conserved Person	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click Add to enter case information to the Detailed Billing Items section.
- With all items added, click **Next**.
- With all documents added, again, click **Next** on the 'Add a Document' page.

2

Entering an Invoice - New Case (cont.)

Case Type : Contract Conservator Invoice

Document Type:

Acceptable File Format Type(s) (*.pdf):

Document Location: No file selected.

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
Case Data Contract Invoice : 170521430	<input type="button" value="View Generated Document"/>	<input type="button" value="Edit Data"/>	0.01 MB	<input type="button" value="Remove"/>
			Total Size: 0.0 MB	

4. Review and Submit

- Review information displayed to verify all is correct.
- If necessary, add a note to the Probate Court Clerk.
- Click **Submit Invoice** and attest to compliance with Memorandum of Agreement between PCA and Contractor.

3

Entering an Invoice - Existing Case

1. Click the **Existing Case** button.
2. On the "Cases" page, enter the case number, including hyphens, and click **Submit Invoice** or find the case in the list of previously submitted invoices and click the "Submit Invoice" hyperlink for the listing.

Court: CONNECTICUT PROBATE COURTS

Case Number	Probate Court	Submit Invoice	History
PD01-0000083519	Hartford Probate Court	<input type="button" value="Submit Invoice"/>	<input type="button" value="History"/>

Ex: PD01-16-44402-1/PD01-0000014111

Show Active Show Inactive Show Both

Case Title	Case Number	Submit Invoice	Case Type	Probate Court	Inactive
TEST CONTRACT CONSERVATOR	PD37-0000083519	<input type="button" value="Submit Invoice"/>	Contract Conservator Invoice	New Haven Probate Court	<input type="checkbox"/>
TEST CONTRACT CONSERVATOR	PD03-0000083519	<input type="button" value="Submit Invoice"/>	Contract Conservator Invoice	Tobacco Valley Probate Court	<input type="checkbox"/>
TEST CONTRACT CONSERVATOR	PD01-0000083519	<input type="button" value="Submit Invoice"/>	Contract Conservator Invoice	Hartford Probate Court	<input type="checkbox"/>

3. From the Add a Document page, the process is the same as the New Case process above.