

Remote Access - Invoice Processing

Gain access to Invoice Processing using Citrix remotely

Audience

Faculty	✓
Staff	✓
Students	✗
Others	✗

Step-by-step guide

- Step 1: Open the Citrix Portal
- Step 2: Open
- Step 3: Click on Web Apps
- Step 4: Click on App Support
- Step 5: Click on eTenet
- Step 6: Click on App Support
- Step 7: Click on Invoice Processing



Login

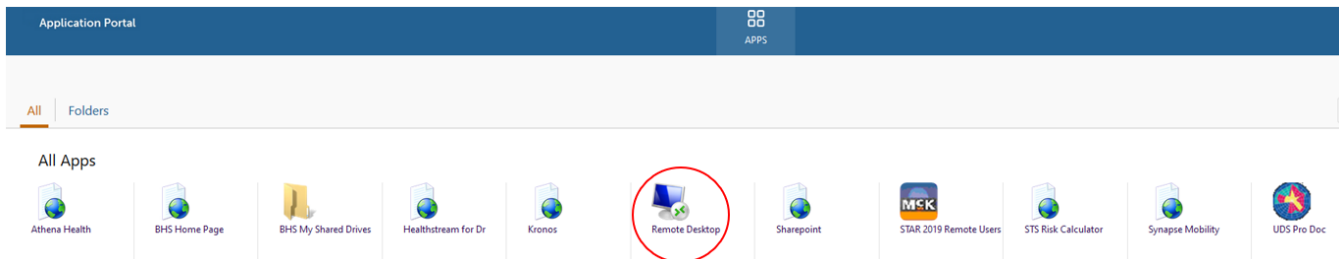
Your login credentials will be the same login you use for your office computer when working remotely, NOT your eTenet account.

Step 1: Open the Citrix Portal

Navigate to <https://satxcitrix.etenet.com> , remember, use your SATX or desktop login credentials even though it says "etenet.com"

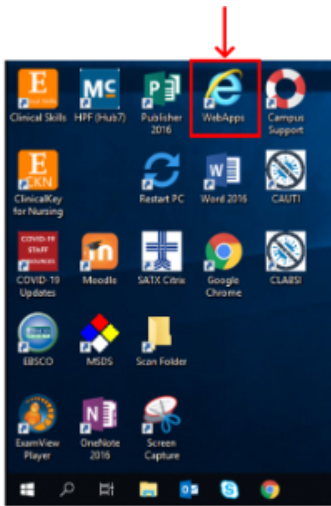
Step 2: Open

Click on "Remote Desktop"



Step 3: Click on Web Apps

Located the 'WebApps' icon on your desktop



Step 4: Click on App Support

Log into eTenet Portals



Step 5: Click on eTenet

Click on 'eTenet' located on the top menu bar



Step 6: Click on App Support

Step 7: Click on Invoice Processing

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