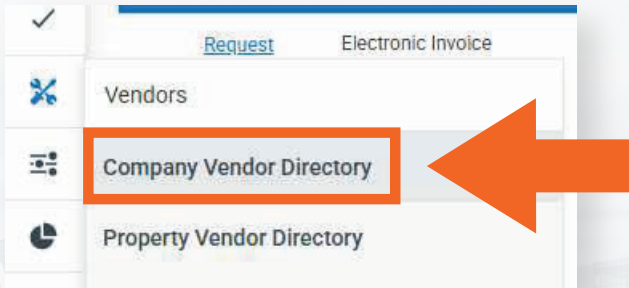


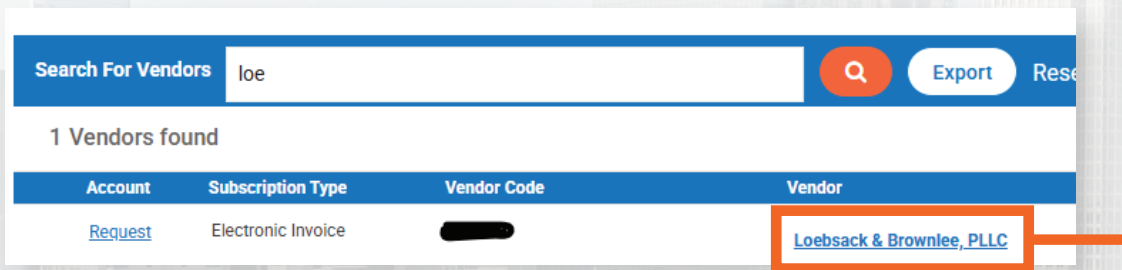
Invoicing Via OPS

1. Sign into OPS and Navigate to Vendors

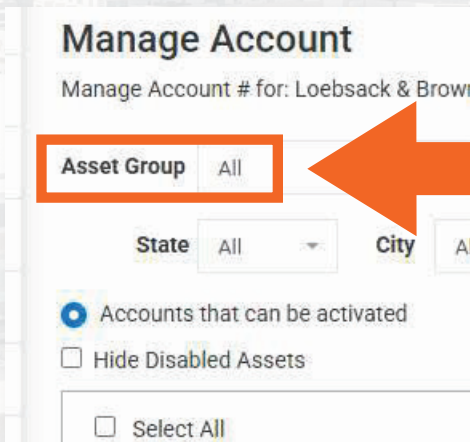
2. Select Company Vendor Directory



Loebsack & Brownlee



3. Select your Property and Add to Asset Code/Asset



Loebsack & Brownlee can **NOT** initiate account integration; it must be requested by the client from within the OPS platform.

4. Submit Request

