



StudentRoomStay | Concierge

Viewing Your Ledger and Stipend Payments on your SRSC Account

- **Please log on to your SRSC account** at <https://srsc.studentroomstay.com/login?from=>
- You will be directed to your SRSC Dashboard, where you need to select **Ledger/Payments**

The screenshot shows the SRSC Dashboard with a completion status bar at the top. The bar contains nine items, each with a green checkmark and a description: Email verification (Your email address has been verified.), Profile & preferences (You have completed your profile and preferences), Photos (Your photos have been submitted), Host agreement (You have read and accepted the Host Agreement), Residents (Your resident information has been submitted), Finance (Your secure payment information has been submitted), Host training (You have completed the Homestay training package), Rooms (Your room information has been submitted), and Home interview (Your home interview is complete).

Below the status bar, it says "Click on the icons below to access:". There are five icons in a grid: "Your Host Information" (person icon), "Training" (list icon), "Placements" (arrow icon), "Policies" (document icon), and "Ledger/Payments" (dollar sign icon). The "Ledger/Payments" icon is circled in red.

On the right side, there are two orange buttons: "Update your availability" and "1 Unread Message". Below these is a dark blue "Forum" button. Further down is a "Contact us at:" section with the following information: Washington State, 833-766-6789 Emergency: 1(855)385-0911, and "Email the office here". At the bottom right, there is a "Homestay Happiness" section with the text "How are you feeling about your homestay with Darlene Danna?"

- You can also access them from the top **Menu**, then clicking **Ledger /Payments**
- You will now each of your stipend payments.
- The Ledger includes
 - the dates your stipend covers
 - Issue date
 - Amount of each stipend
 - Any adjustments made due to overpayments, refunds etc.



Ledger

Quotes/Invoices

Reference	Items	Dates	For	Total Owing	Paid	Adjustments	Due
I-00001 Quote # Q-0000	Weekly fee (14 nights) - \$619.05 \$ 1300 Annual High School Standard 2019-2020	Raised: Jul 29, 2019	AME Mr Yuhao Xiao - Ziwen Guo 房东 Jul 18, 2019 - Aug 01, 2019	619.05	619.05	0.00	0.00
I-000001 Quote # Q-00001	Weekly fee (14 nights) - \$619.05 \$ 1300 Annual High School Standard 2019-2020	Raised: Aug 12, 2019 Payment: Aug 12, 2019	AME Mr Yuhao Xiao - Ziwen Guo 房东 Aug 01, 2019 - Aug 15, 2019	619.05	619.05	0.00	0.00
I-000001 Quote # Q-00001	Weekly fee (14 nights) - \$619.05 \$ 1300 Annual High School Standard 2019-2020	Raised: Aug 26, 2019 Payment: Aug 27, 2019	AME Mr Yuhao Xiao - Ziwen Guo 房东 Aug 15, 2019 - Aug 29, 2019	619.05	619.05	0.00	0.00
I-00000691 Quote # Q-00000704	Weekly fee (14 nights) - \$619.05 \$ 1300 Annual High School Standard 2019-2020	Raised: Sep 09, 2019 Payment: Sep 09, 2019	AME Mr Yuhao Xiao - Ziwen Guo 房东 Aug 29, 2019 - Sep 12, 2019	619.05	619.05	0.00	0.00

- If you click the **Invoice Number**, you can see a copy of the invoice and even print a copy for your records.

StudentRoomStay | Concierge Homestay Management System
Home Menu 2

Ledger

#I-00001 Close

West
214 W Grand Ave.
Grover Beach, CA 93433 US
703429602

Telephone: 833-766-8789
Email: westcoast@studentroomstay.com

Number: Invoice #I-00001
Quote: #Q-00001
Issue date: Jul 29, 2019
Placement period: Jul 18, 2019 - Aug 01, 2019

Product: 1300 Annual High School Standard 2019-2020

Description/Comments	Unit Price	Amount
Weekly fee	\$619.05	\$619.05
Subtotal		\$619.05
Total price		\$619.05
Less payment (Direct Deposit) Jul 29, 2019		\$619.05
Amount due		\$0.00

Print

*** Please note: At the end of a student's stay - the last instalment will be prorated to reflect the remaining nights the student stayed in the home.**