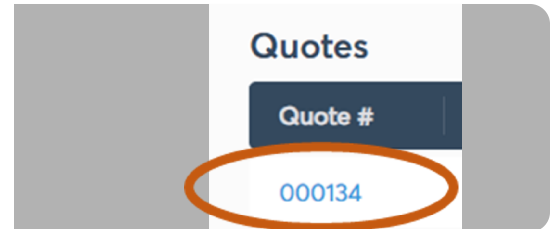


TIMS Reimbursement Steps

1 View TIMS 2.0 Quote *

- ✓ Log into TIMS 2.0 - ms.classgather.com. From the ☰ Menu bar, select **Order**.
- ✓ Select **Quotes**.
- ✓ Select the **blue numerical quote**



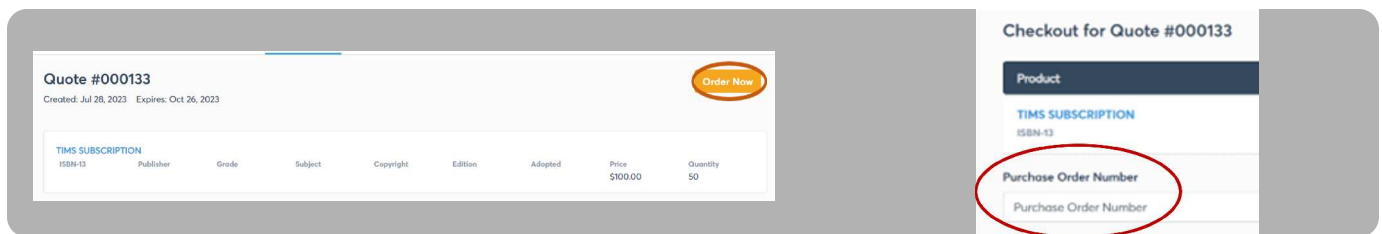
2 Print or Save Quote *

- ✓ Select **Download** or **Print**.
- ✓ Popup Window will appear in pdf format to either **Download** or **Print**.



3 Submit Purchase Order *

- ✓ Log into TIMS. Return to **Quote Section**. Open **Quote**. Select **Order Now** button.
- ✓ Enter **PO Number** within Purchase Order Number. Select **Submit**.
- ✓ Once an order is processed, an **Invoice** is **emailed** to User. **Invoice** is viewable in **Orders tab**.



4 HelpDesk Options *

- ✓ Submit a Ticket within TIMS 2.0
- ✓ Email HelpDesk: helpdesk@classgather.com
- ✓ Telephone Support: (800) 509-4791 -Available Mon-Fri 8-4:00

* Interactive Links to
ClassGather/TIMS 2.0
Documentation Articles