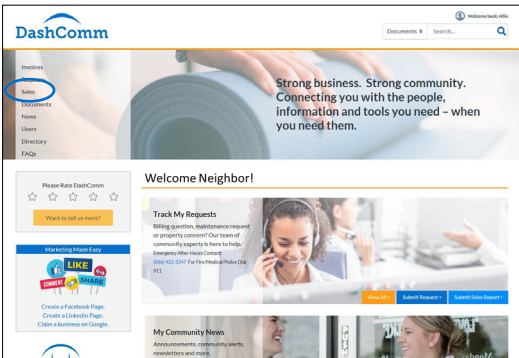


# How to Submit Your Sales

## Sales Reporting

1. Go to [www.dashcomm.com](http://www.dashcomm.com) and log in.
2. Click on **Sales**.



3. Find the sales reporting month with a status of **Missing** and click the blue arrow plus sign to enter that month's figures. For your convenience, all sales figures submitted previously are also viewable.

**NOTE:** If you need to change a previously submitted figure, simply click on the arrow at the right-hand end of the line to update the dollar amount.

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4. After you have entered your figures (no attachments or forms necessary!) and confirmed the amount is correct, you will see the status change from **Missing** to **Pending**.
5. When the figures are received and approved (usually within 24-48 business hours), you will receive a confirmation email from DashComm®.
6. Once you receive the confirmation email, the status for that month will change to **Approved**.

**\* DashComm® Tip!** You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm? Email us!

[DashComm@phillipsedison.com](mailto:DashComm@phillipsedison.com)