Instructions for **updating** a DPH Invoice Assessment that has already been submitted in EIM:

1. Log into EIM
2. Click on **Billing**
3. Search for the existing invoice for that month; open the specific invoice that you want to edit/update
4. Click **Invoice Assessment** on the Left Navigation Bar
5. Click **Update Assessment**.
6. Click on the **ID hyperlink** for the previously submitted assessment
7. Make the relevant changes
8. **Submit** the assessment as usual
9. Please notify your DPH contract manager that you have submitted an update, and specify the month/program that has been updated.