



7-Eleven Franchise Owners Association Southern California

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How to add your store(s) to FOASC

by creating an accounting case from ISP:

- Sign in to 7-Help
- Click: **Create CHD**
- Search: **Accounting, Payroll and Ops Support**
 - Click: **Accounts Payable**
 - Click: **“FOA/PAC”**
 - *Current FOA – Type: **“none”**
 - *Future FOA – Type: **“FOASC”**
 - *Amount to be paid monthly – Type: **“\$5.00”**
 - *Short Description – Type: **“Membership of FOASC”**
- *Description – Type **“Please add store number(s): _____ to the FOA Southern California with a monthly fee of \$5 to be charged to the account 970”**
 - *Requestor: **Your Name/DBA**
 - *Location – Type: **“Your Store Number”**