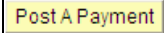
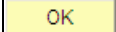


App Fee Check Payment

1.	<p>You will process the payment from the <i>Application Fee Information</i> section of the page. What initially appears in the <i>Calc. Status</i> and <i>Fee Status</i> fields will depend on the application status.</p> <p>Click the <i>Post A Payment</i> button to start the payment process.</p> <p></p>
2.	<p>On the Group Posting page, you will enter information that will prepare the payment for posting by the Bursar's Office.</p> <p>You are processing a check payment so look up and select the appropriate <i>Item Type</i> for check payments.</p>
3.	<p>A check payment <i>Item Type</i> was selected so the Check Information page opens.</p> <p>Data only needs to be entered in the <i>Check Nbr.</i> and <i>Acct Holder</i> fields.</p>
4.	<p>Enter the checking account holder's name in the <i>Acct Holder</i> name field.</p>
5.	<p>Click the OK button to return to the Group Posting page.</p> <p></p>
6.	<p>The <i>Item Amount</i> should default according to the <i>Application Center</i> and other values entered on the application. If a partial payment was received, enter the actual amount in the <i>Item Amount</i> field.</p> <p>Click on the <i>Origin ID</i> lookup icon.</p> <p></p>
7.	<p>Click on the appropriate <i>Origin ID</i> to select it.</p>
8.	<p>Click the OK button to return to the Application Data page.</p> <p></p>
9.	<p>Notice the <i>Calc. Status</i> shows as <i>Calculated</i> and the <i>Fee Status</i> shows as <i>Received</i>.</p> <p>Since the app fee payment was paid in full, the Post A Payment button and TouchNet buttons are grayed-out.</p> <p>Click the Transaction Summary link review summary information about the transaction.</p> <p></p>
10.	<p>Click the Return link.</p> <p></p>
11.	<p>End of Procedure.</p>