### App Fee Check Payment

1. You will process the payment from the *Application Fee Information* section of the page.
   What initially appears in the *Calc. Status* and *Fee Status* fields will depend on the application status.

   Click the **Post A Payment** button to start the payment process.

2. On the *Group Posting* page, you will enter information that will prepare the payment for posting by the Bursar's Office.
   
   You are processing a check payment so look up and select the appropriate *Item Type* for check payments.

3. A check payment *Item Type* was selected so the *Check Information* page opens.
   
   Data only needs to be entered in the *Check Nbr.* and *Acct Holder* fields.

4. Enter the checking account holder's name in the *Acct Holder name* field.

5. Click the **OK** button to return to the *Group Posting* page.

6. The *Item Amount* should default according to the *Application Center* and other values entered on the application. If a partial payment was received, enter the actual amount in the *Item Amount* field.

   Click on the *Origin ID* lookup icon.

7. Click on the appropriate *Origin ID* to select it.

8. Click the **OK** button to return to the *Application Data* page.

9. Notice the *Calc. Status* shows as *Calculated* and the *Fee Status* shows as *Received*.

   Since the app fee payment was paid in full, the **Post A Payment** button and **TouchNet** buttons are grayed-out.

   Click the **Transaction Summary** link review summary information about the transaction.

10. Click the **Return** link.

11. **End of Procedure.**