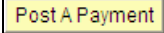

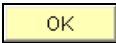

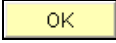




App Fee - Partial Check Payment

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 process the partial payment process.</p> 
2.	<p>On the <i>Group Posting</i> page, click on the <i>Item Type</i> lookup icon.</p> 
3.	<p>Click on the appropriate <i>Item Type</i> to select it.</p>
4.	<p>A check payment <i>Item Type</i> was selected so the <i>Check Information</i> opens.</p> <p>Data only needs to be entered in the <i>Check Nbr.</i> and <i>Acct Holder</i> fields.</p>
5.	<p>Enter the checking account holder's name in the <i>Acct Holder</i> field.</p>
6.	<p>When ready, click the <i>OK</i> button to return to the <i>Group Posting</i> page.</p> 
7.	<p>On the <i>Group Posting</i> page, delete the amount that entered by default in the <i>Item Amount</i> field.</p> <p>Enter the amount submitted into the <i>Item Amount</i> field.</p>
8.	<p>Click on the drop-down arrow in the <i>Origin ID</i> field.</p> 
9.	<p>Select the appropriate <i>Origin ID</i> for the payment you are processing.</p>
10.	<p>Click the <i>OK</i> button to return to the <i>Application Data</i> page and check the payment status.</p> 
11.	<p>Notice the <i>Calc. Status</i> shows as <i>Calculated</i> and the <i>Fee Status</i> shows as <i>Partial Payment</i>.</p> <p>Since the app fee payment was not paid in full, the <i>Post A Payment</i> and <i>TouchNet</i> buttons remain active so the balance due can be entered when it is received.</p> <p>Click the <i>Transaction Summary</i> link to check the payment status.</p> 
12.	<p>Notice the partial fee payment appears in the <i>Fee Paid</i> field.</p> <p>Click <i>Return</i>.</p> 
13.	<p>End of Procedure.</p>