## USM Reapp App Fee Check Payment

1. Application fee payments are processed from the **Application Data** page. If you are processing a payment for a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a payment while adding an application, you must first enter data in the required fields in the **Application Data** section.

   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. Since you are processing a payment for a person who is reapplying, you need to change the **Fee Type** from **Standard** to **Reapp**.

   Click on the **Fee Type** drop-down arrow.

2. Click on **Reapp** to select it.

3. Reapps are not charged the full application fee so the fee must be recalculated. Setting the **Fee Type** to **Reapp** will trigger an overnight batch process to automatically re-calculate the fee but you can recalculate the fee manually by clicking the **Calculate Application Fees** link.

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4. When ready to process the payment, click on the **Post A Payment** button to open the **Group Post** page.

5. On the **Group Posting** page, click the Look up **Item Type** button to lookup and select the appropriate **Item Type** for the check payment you are processing.

6. For this example, click on **App Fee Payment - Check** to select it.

7. Since you selected a check **Item Type**, the **Check Information** page opens.

8. Leave the **Account Number** and **Type** fields blank.

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

10. On the **Group Posting** page, click the Look up **Origin ID** button to select the appropriate Origin ID for the payment you are processing.

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

12. Click the **OK** button to return to the **Application Data** page.
13. Since the app fee payment was paid in full, the **Post A Payment** button and the **TouchNet** buttons are grayed-out.

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

14. Note that the **Status** shows **Received**, the fee amount of $20 was paid in full and the **Item Description** of **Payment Posting Pending**.

   Click the **Return** link.

15. **End of Procedure.**