## Waive App Fee

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

   You will process the waiver 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 **Waive Fee** button to start the payment process.

   When ready to waive the application fee, click the **Waive Fee** button in the **Application Fee Information** section.

2. Click the **Yes** button.

3. The **Calc. Status** should display as **Calculated** and the **Fee Status** as **Waived**. Since the application fee was waived, the **Post a Payment** and **TouchNet** buttons are grayed-out. The **Waive Fee** button is still active but now reads as **Remove Waived Fee**. This enables you to apply the application fee at a later date, if warranted.

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

4. Note the **Status** shows **Waived** and the **Item Description of Application Fee Waiver**.

   Click the **Return** link.

5. **End of Procedure.**