



COUNTY MANAGER INSTRUCTIONS

UNPAID ENROLLMENT PAYMENTS

ENROLLMENT DECLINED CREDIT CARDS	<p>Exporting the result from the payment link screen into excel can provide a quick list of those members who have a declined credit card with a balance due still.</p> <ul style="list-style-type: none">• Instructions – County Download Report• Instructions – Family Resubmitting Payments
ENROLLMENT CHECK PAYMENTS	<p>Once an enrollment has been approved at the final county level the payment is locked into that check payment method.</p> <ul style="list-style-type: none">• Enrollment Invoicing - Quick Overview Video• Enrollment Invoicing - Quick Steps• Enrollment Invoicing - Extended Steps
	<p>ALL INVOICING STEPS NEEDED</p> <p>The members listed on the Payment Due screen have had no county invoice steps completed. Step 1 is used for the county office to track payments from families.</p> <ul style="list-style-type: none">• Quick View 1 - Invoicing – Payments Due (invoicing not started)
	<p>REMAINING STEPS NEEDED - STARTED BUT NOT FINISHED</p> <p>The members listed in this report have made it through county invoice step 1. The remaining steps need to be looked at.</p> <ul style="list-style-type: none">• Quick View 2 – Invoicing – Add Bill (invoicing not finished)• Quick View 3 – Invoicing – Status (payment received status)
	<p>IMPORTANT</p> <ul style="list-style-type: none">• Individuals appearing on invoicing screens are locked as a check payment method.• The total due appearing on invoicing screens is locked into the amount.• Once step 1 is complete the notes are locked for editing.• Enrollment must show paid in the system before an event can be registered for.

