ANOUNTE COUNTY CHECKS

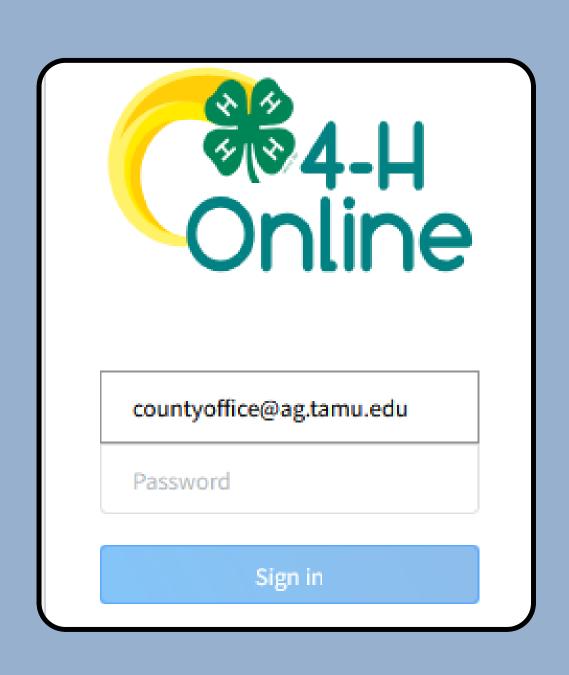


ENROLLMENT WITHOUT ANY INVOICING STEPS

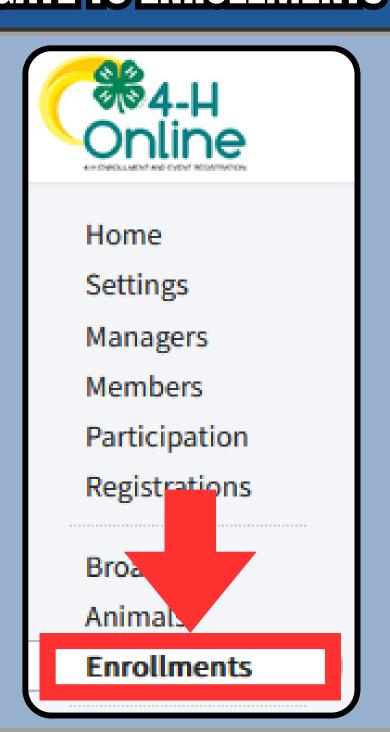
The first part of invoicing is marking the payment received from the family.

This part of the process is only for county use in tracking payments ready to have an invoice created.

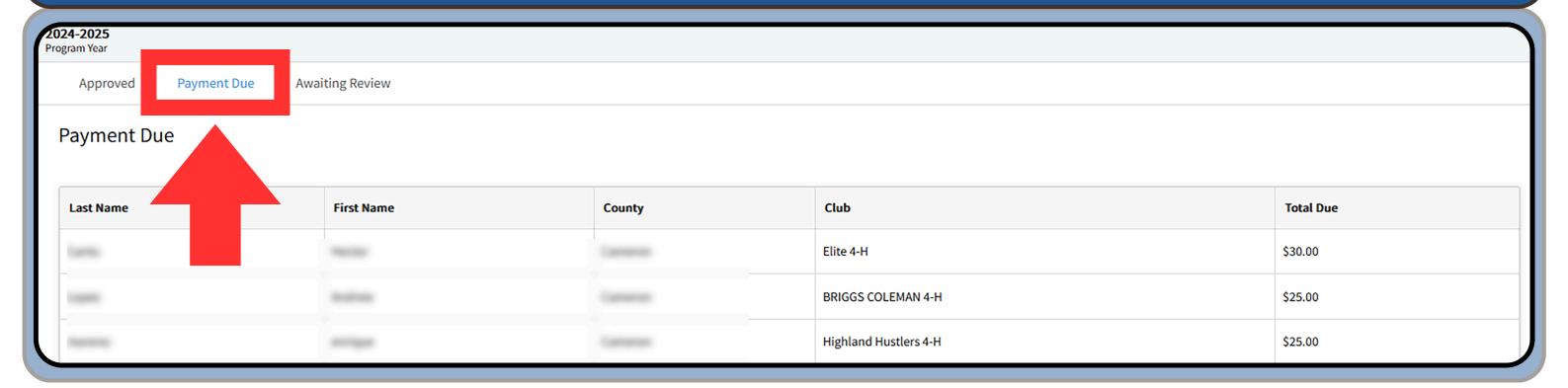
1. LOGIN TO MANAGER ACCOUNT



2. NAVIGATE TO ENROLLMENTS SCREEN



3. CLICK THE PAYMENT DUE SUBTAB LINK 4. ALL THAT APPEAR NEED ALL OF THE INVOICING STEPS COMPLETED



IMPORTANT

INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES