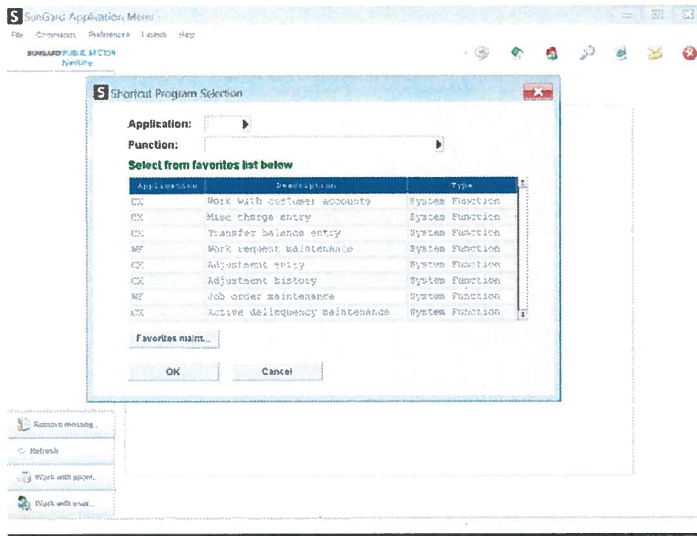
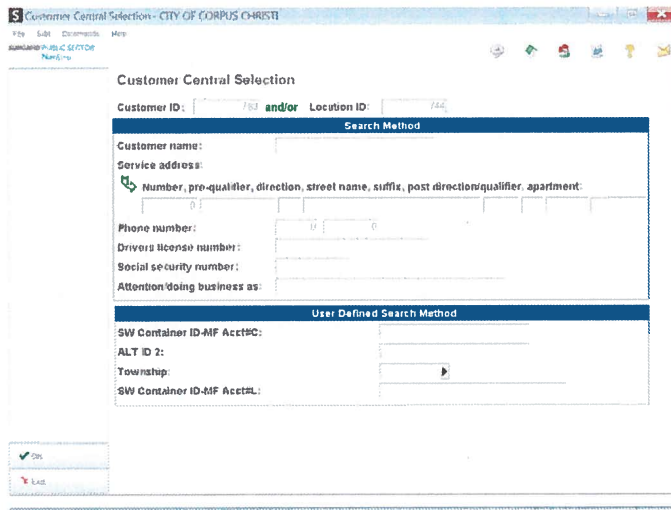


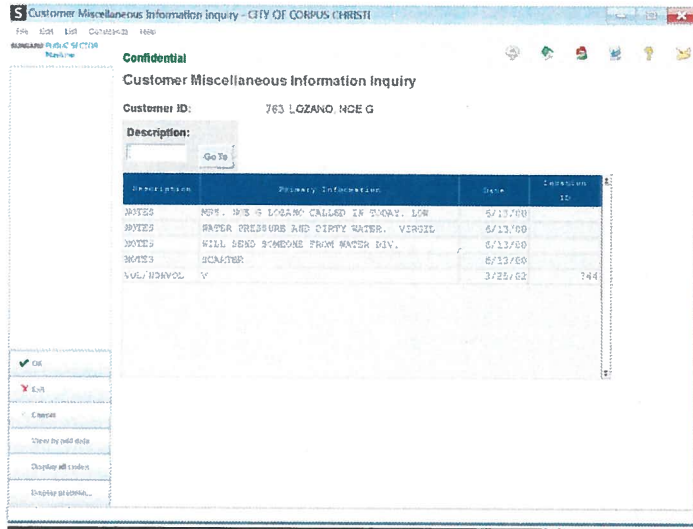
- ❖ When the “Shortcut Program Selection” pops up, double click on “Misc Charge Entry”



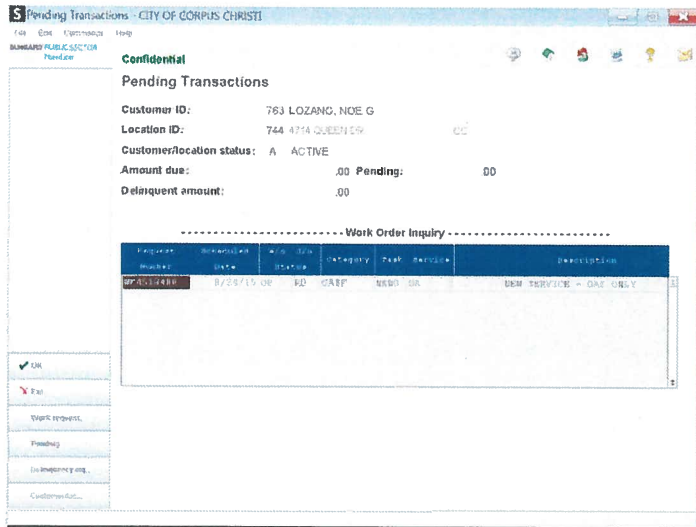
- ❖ Enter the account number for the customer's account (Customer ID and Location ID) that the application fee needs to be applied to and click “OK” at the bottom left



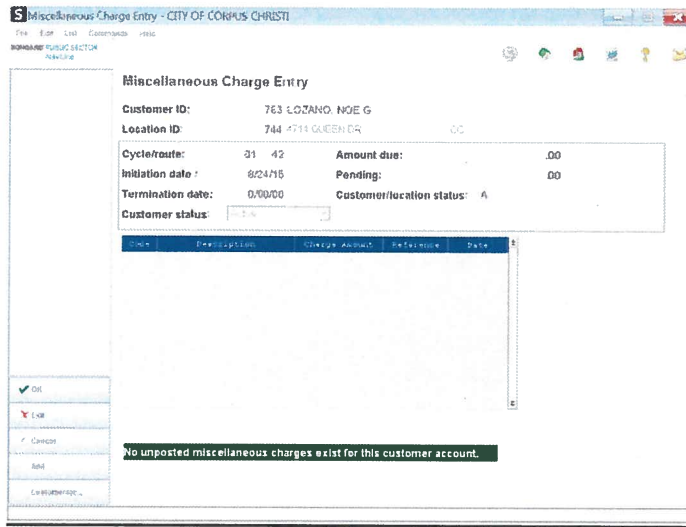
- ❖ Click “OK” at the bottom left on the “Customer Miscellaneous Information Inquiry” screen



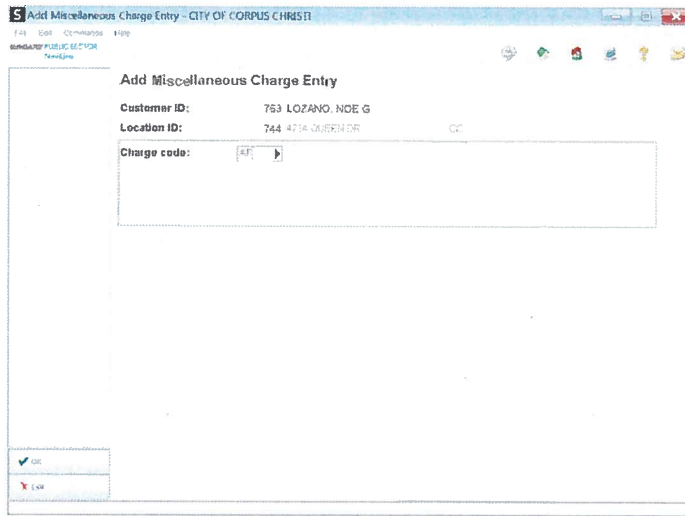
- ❖ Click “OK” at the bottom left on the “Pending Transactions” screen



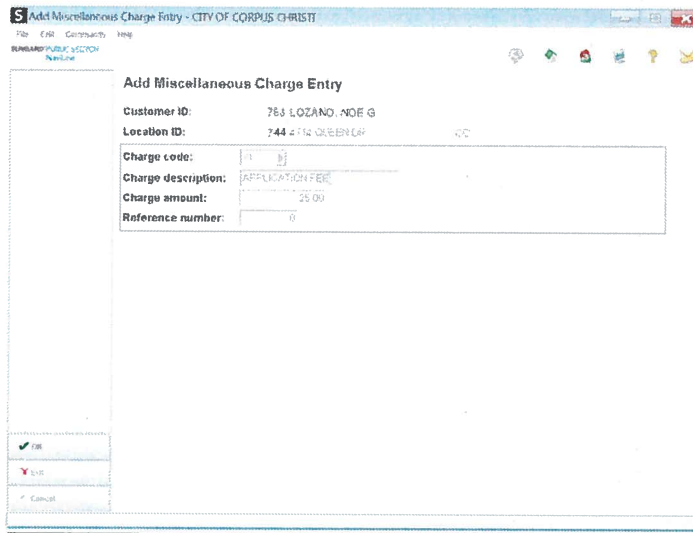
- ❖ On the “Miscellaneous Charge Entry” screen, click “ADD” at the bottom left corner



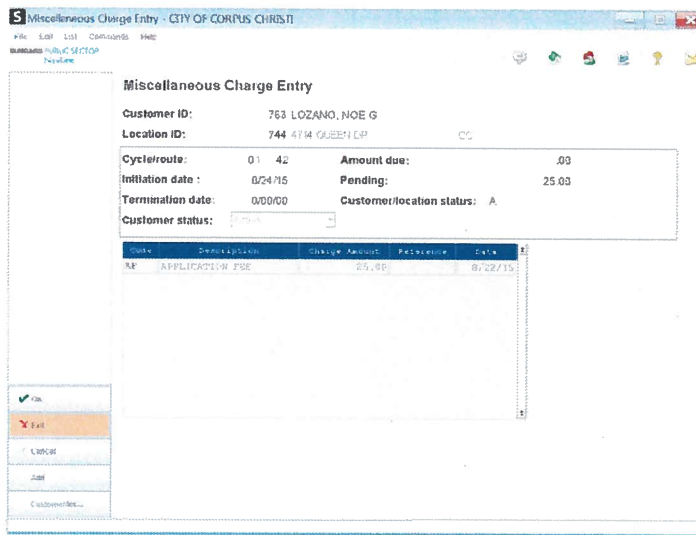
- ❖ On the “Add Miscellaneous Charge Entry” screen, type “AF” in the Charge Code box and click “OK” at the bottom left



- ❖ The next “Add Miscellaneous Charge Entry” screen will auto populate with the \$25 application fee, click “OK” at the bottom left



- ❖ The added fee will show on the “Miscellaneous Charge Entry” screen



- ❖ Click “OK” at the bottom left to exit
 - Be sure to exit out of the “Customer Central Selection” screen to the “Shortcut Program Selection” screen before moving on to the next task (otherwise it will take you into another misc charge entry option)