

## Apply Escrow Payments to Fees

You can pay certain fees from a business or contractor's escrow account. The business or contractor must be selected on the case and the administrator must enable that payment option for the specific fees being paid.

1. Open a case.
2. Navigate to the **Payment** panel and click **Add record** to open the **Make Payment** panel.

**Payment**

[View Payments](#) [View Receipts](#)

Total Paid: \$300.00

Payment ID	Date	Amount	Tender Type
DEPOSIT	02/10/2025, 2:29 PM	\$100.00	CHECK
UP-APPDEP	02/10/2025, 2:31 PM	\$200.00	CHECK

[+ Add record](#) [Refresh](#) [Settings](#)

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3. Click **Apply Escrow**. Any escrow amounts available for the selected business or contractor(s) and escrow fees due for the case are listed.
4. Select the business or contractor to apply their escrow amount to the selected fee(s).
5. Select the fee(s) you want to pay with the escrow account.
6. Click **Apply Escrow Payments** to apply payment to the fee from the business or contractor's escrow account.

**Make Payment**

[Pay Fees](#) [Pay Deposits](#) [Apply Deposits](#) [Apply Escrow](#)

Total Available Amount: \$5,000.00

☒ Millcreek General Contractors Amount Available: \$5,000.00

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Available Escrow	Amount	Amount Due
\$5,000.00	\$8,676.00	\$8,676.00

Fee	Amount	Amount Due
<input checked="" type="checkbox"/> BLD-APPFEE Building Permit Application Fee	\$60.00	\$60.00
<input type="checkbox"/> BLD-FIRE Emergency and Fire Impact Fee	\$314.00	\$314.00
<input checked="" type="checkbox"/> BLD-PERMIT Building Permit Fee	\$50.00	\$50.00
<input checked="" type="checkbox"/> BLD-PLAN Building Plan Check Fee	\$400.00	\$400.00

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[Apply Escrow Payments](#) [Close](#)

The **Make Payment** panel refreshes and shows any remaining escrow amounts and fee(s) that were not paid. A receipt is created for the payment and can be viewed.

7. Click **Close** to close the **Make Payment** panel.