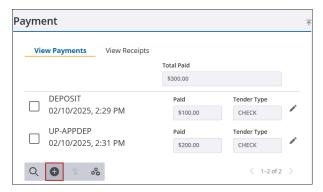


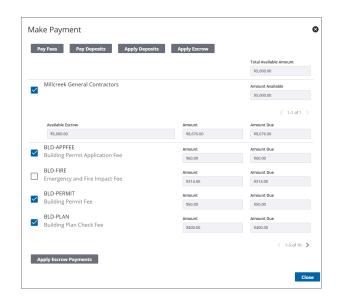
Apply Escrow Payments to Fees

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.
- Navigate to the Payment panel and click Add record to open the Make Payment panel.



- 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.
- Click Apply Escrow Payments to apply payment to the fee from the business or contractor's escrow account.



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.