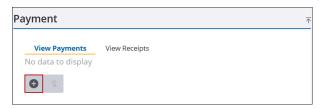## Make a Payment on a Case

Payments can be made towards any fees and/or deposits associated to a case.

1. Open a case and navigate to the **Payment** panel.
2. Click **Add record**.

The **Make Payment** panel opens showing all unpaid fees or deposits associated to the case.

3. Select the type of payment.
   - Use **Pay Fees** or **Pay Deposits** to make a payment towards any fees and deposits associated to a case.
   - Use **Apply Deposits** to make a payment toward fees using a deposit that has been paid.
   - Use **Apply Escrow** to make a payment towards certain fees using a business or contractor's escrow account.
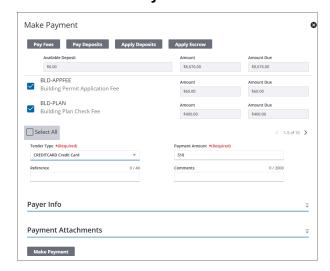4. Select the fee(s) or deposit(s) you want to pay.

   TIP: Select the **Select All** check box to apply the payment being made to all of the fees or deposits. If all of the fees or deposits are selected, select the **Clear All** check box to clear all of the fees or deposits.

5. Select the **Tender Type**.

The **Payment Amount** defaults to the total amount of the selected fee(s) or deposit(s), but the amount can be changed.

6. Enter a payment source, such as a credit card, in the **Reference** field.

7. Enter any additional **Comments** about the payment.
8. Select the **Payer Info** drop-down list to add contact information for the payer.
9. If you have attachments, click **Payment Attachments**.
10. Click **Make Payment**.

Once the payment is made, a receipt is created and can be viewed.

NOTE: If no fees or deposits are selected, the payment is applied to every fee or deposit and moves down the list of fees or deposits until the total amount paid is applied.