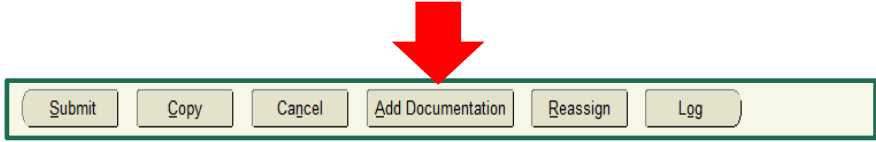
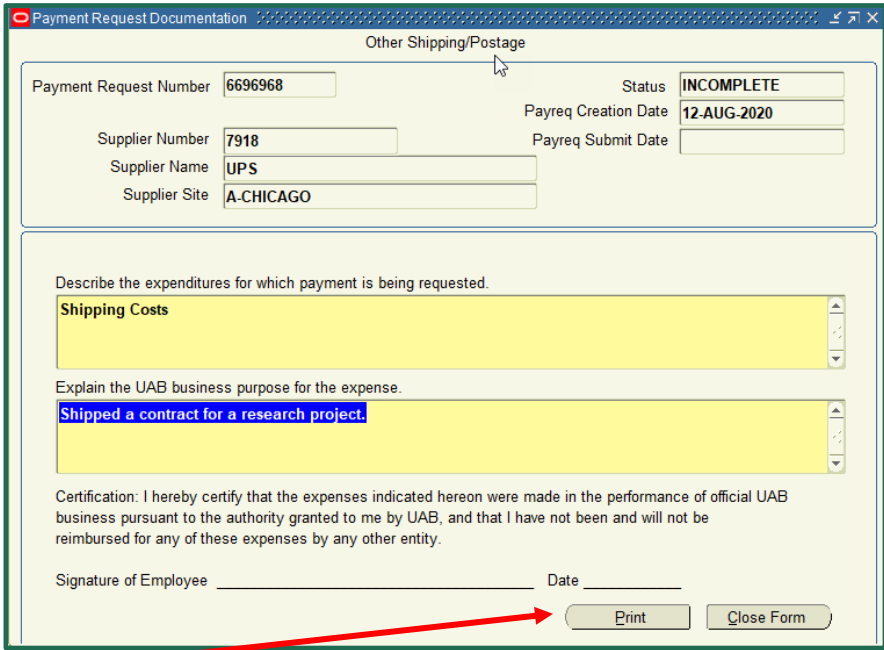



Entering Payment Requests: Completing the Documentation Form

<p>1. Click on the Add Documentation button located on the taskbar.</p>	
<p>2. Complete the required fields on the form when it appears.</p> <p>Note: Documentation forms <i>vary</i> by payment type.</p> <p>3. If you are paying a person, click on the Print button so that the certification statement can be signed and included with your backup documentation.</p>	
<p>4. Click on the Save (gold disk) icon located on your toolbar.</p>	
<p>5. Click on the Close Form button to exit the form.</p>	