

## Paying Screening fees: Application Steps

### Manager should be doing the following steps prior to having applicants pay any app fees:

- Manager should 1<sup>st</sup> **open the Move in application** after the waiting list application was completed and submitted to the waiting list
- Manager needs to then **Assign them to a unit** to apply to in the system (*otherwise applicant will get an error message regarding screening charges not being setup in the system*)
- If application fees are **paid online** → The screening will be auto run after they pay with their credit card, then check the box to agree to have the report ran

### **If the applicant has issues paying online or want to pay with a money order instead of paying online, managers should be following these steps to get the screening processed:**

#### **Follow the application steps as mentioned above first**

→ THEN once they are on the Credit check charges step and you have received their money order, be sure to **make a copy** of it.

→ Then from Site Manager → Pull the applicant's household page

→ **Be sure to upload the copy of the money order to their documents** (*in case check gets lost*)

→ Then from the **Compliance Application** tab : Click the **Change Current Step** button

→ Then select **Screening step** from the dropdown box to move them to that step (as shown below) ...



(This will bypass them past the credit fees step right to the screening step so that they are able to check the box to agree to have the report auto ran)

#### **Then once you have moved them to the screening step:**

Screenshot below shows what the applicant will see in their application once they refresh their page:

→ They will now be able to **Check the box** (agreeing to have their screening report ran)

→ Then they will click the **Continue** button, which will prompt the system to then auto-run the screening report (*Rather than having Aimee run it manually for you each time*)

