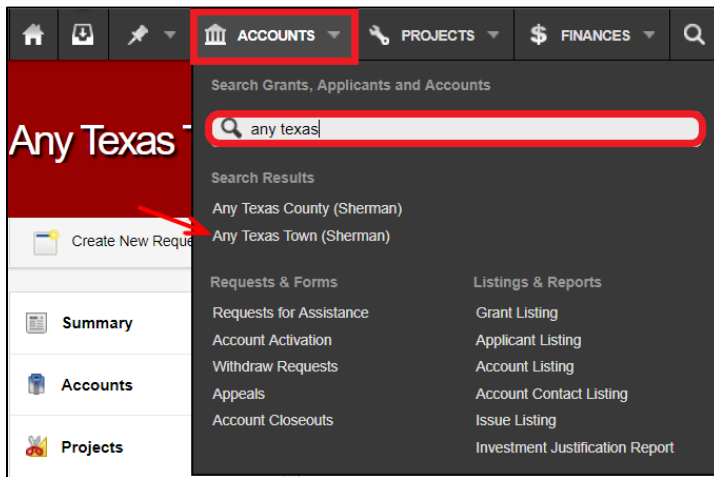
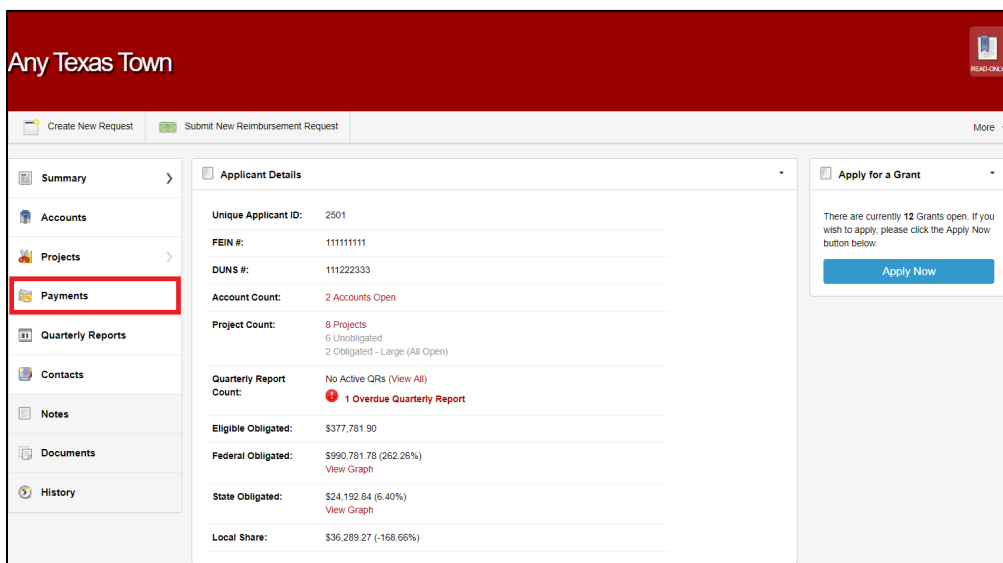


Look Up a Payment

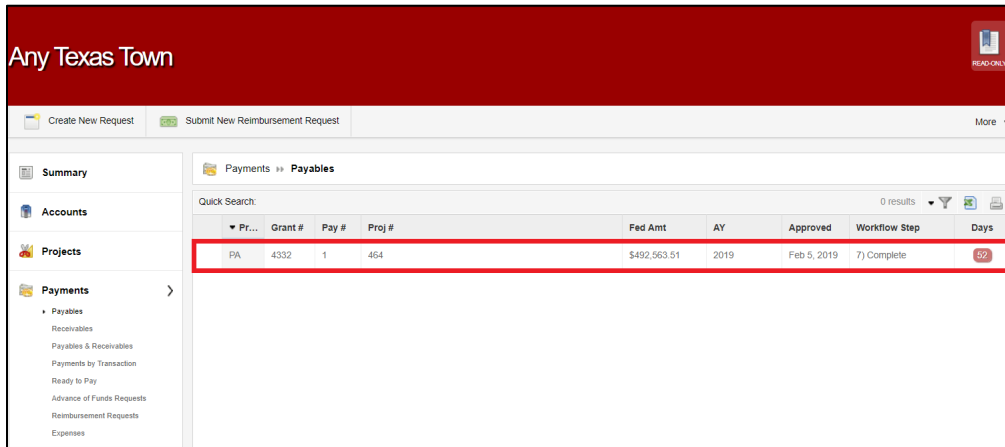
1. Click on the **“Accounts”** menu located on the **Main Menu** bar, and enter some or the entire Applicant Name in the white search bar (*if you represent multiple applicants*). Results will display dynamically as you type. Select the **Applicant** for the payment you are searching. If you represent a single applicant the applicant information will be displayed on your **Home** page. You can also look up payments by Project. Navigate to the **Project** and follow the steps below.



2. Select the **“Payments”** tab from the side menu to view a list of all payments for this Applicant.



- Click on the payment line that you would like to view (*lines are hyperlinked*), to get more detailed information.



- A screen will display with payment details. You can also view other details by clicking the tabs on the left.

