

Part 3 Paying the Application Fee

For Part 3, Paying the Application Fee, we will review how to pay the application fee and will continue as though you just signed an application.

Once the application has been signed, the application fee can be paid.

To pay an application fee, your STEERS account must be authorized to pay the application fees.

Review the information on the Application Fees to Pay screen. If you are ready to pay the application fee for this application, click Next.

The next screen is a notice that you will be transferred to the ePay System. Review the information and click Go to ePay when you are ready to pay.

Items in your shopping cart will be displayed. Review the information and click Check Out to pay fees in your cart.

Enter the payment contact information and payment type.

For single items that cost \$1,000.00 or less, you can pay by credit card. Multiple items can be combined into one transaction.

You may pay by electronic funds transfer regardless of the cost of each item.

If some of your items are \$1,000.00 or less and others cost more, you can combine your payments in either of these ways: 1) into two transactions, where all items costing \$1,000 or more are paid by electronic funds transfer, then paying for all items costing \$1,000.00 or less by credit card; or 2) in one transaction using electronic funds transfer.

Click OK to continue.

Review the information on the screen and click Make Payment if you are ready to pay the fees listed.

Review the Customer Information on the screen and make changes as necessary. Once all the information is correct, click Next.

Enter the credit card or account information associated with your payment type and click Next.

Review the Payment Information and check Yes to authorize the transaction. Enter the characters displayed under Verification and click Submit Payment.

The payment will be processed, a page displaying the transaction information will be displayed, and the payer will receive a receipt via e-mail. Click Return to STEERS at the bottom of the page.

When you have finished paying the application fee, you can either proceed to Submit the application or return to the Activities page. Click Next

This concludes Part 3, Paying the Application Fee. Part 4, Submitting the application, will pick up where this presentation has left off.

If you have questions specifically for the Tax Relief program, please contact us. For questions regarding STEERS or your STEERS account, please contact the STEERS Help Line.