

Print Receipts

1. Select  > **Administrative Access** > **Fee Management**.
2. Select **Payment** under **Features**.
3. Under the **Payments** heading, click the  icon to the left of the payment you wish to print the receipt for.
4. Select **Print Receipt for Receipt Printer** from the menu.
5. Click Print near the top of the browser tab.

Depending on your browser settings, you may need to uncheck the box for Headers and footers in the print Options at the left of the print preview to ensure the webpage information will not display on the receipt.

6. Follow your organization's procedures for printing documents.