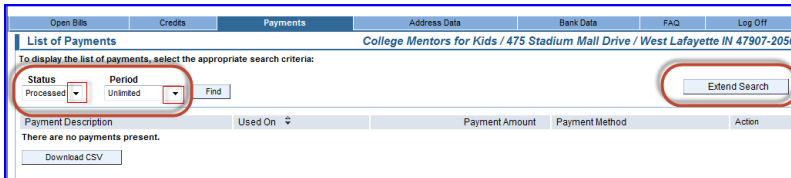


**How can I find a payment that is not listed?**

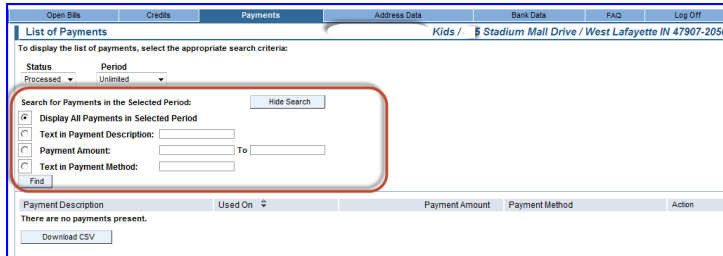
A. Choose **Payments** from the menu bar

1. Under **List of Payments** Click **Extended Search**



- a) Choose **Status** from drop down list
- b) Choose **Period** from drop down list
- c) Click **Extend Search**

2. Click the appropriate check box next to the search criteria under **Search for Payments in the Selected Period;** complete any additional requirements per the selection criteria checked



- a) Click **Find** to view results
  - 1) Results will be a list of payments based on search results
  - 2) Click the column heading to sort in the order you would like to view