# The Fee Waiver Bank on your MAP (Member Access Portal) A Tutorial



## Choose your training destination

Select a training area by clicking on one of the boxes below:

The Fee Waiver Bank

Learn to create an individual fee waiver

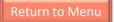
Learn to create waiver batches

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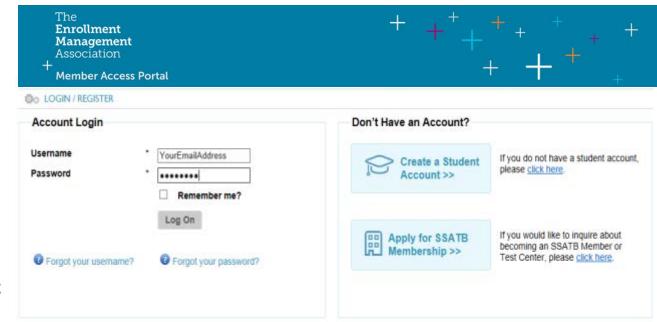
# Meet your Fee Waiver Bank on your MAP (Member Access Portal)





# Log into your MAP

- Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click <u>here</u>.
- Enter your user name and password



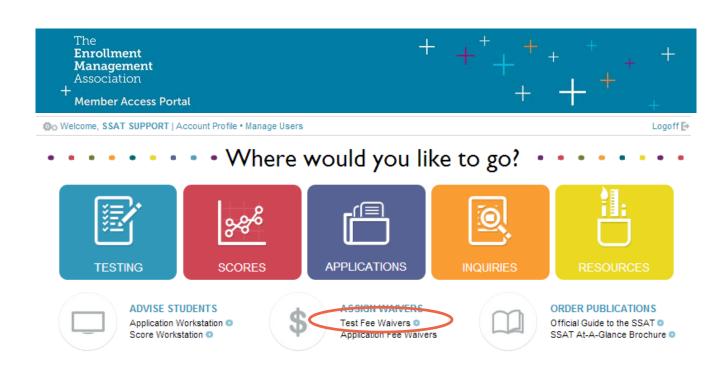
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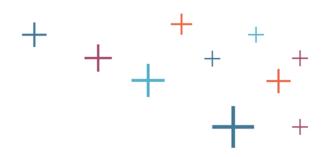


### Select the Test Fee Waivers link



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## Review your Statement

If you need additional fee waiver funds, e-mail <a href="mailto:members@enrollment.org">members@enrollment.org</a>.



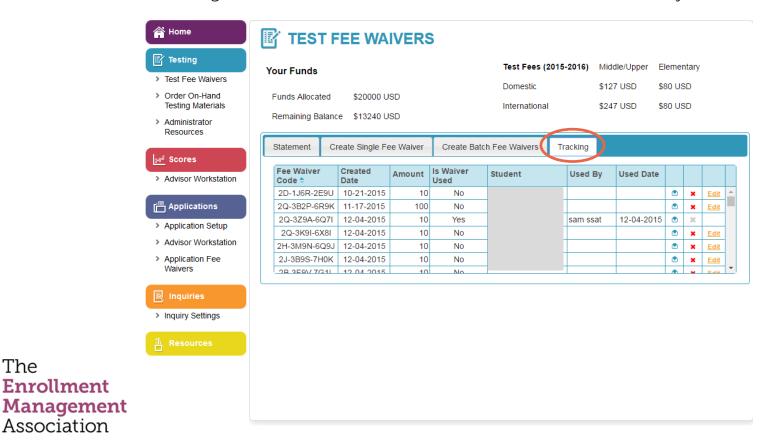
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## Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.

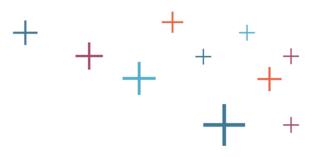


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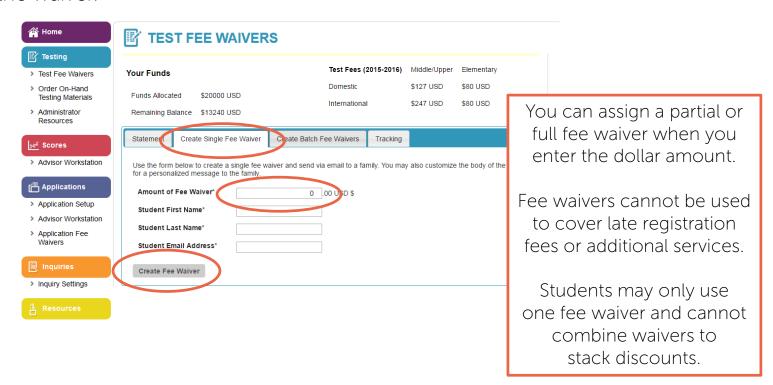


# Creating & Assigning Individual Fee Waivers On Your MAP (Member Access Portal)



## Create Single Fee Waiver

Select Create Single Fee Waiver. Enter the dollar amount for the waiver as well as the student's first name, last name, and email address. Click Create Fee Waiver to obtain the waiver.



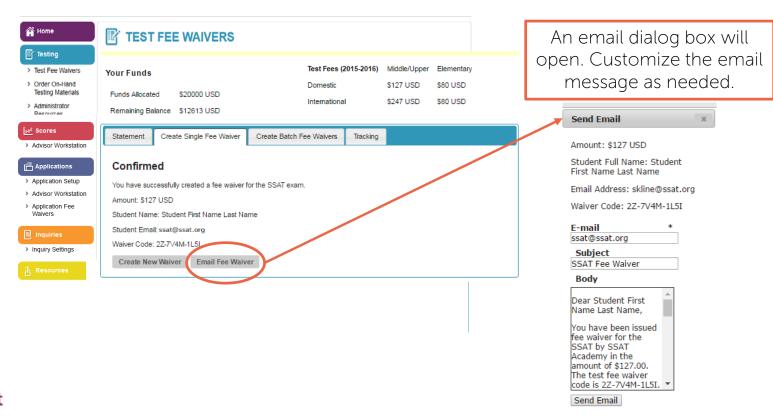
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### Email the Fee Waiver

Click the Email Fee Waiver button to send the individual waivers to students.



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Creating and assigning Fee Waiver Batches on your MAP (Member Access Portal)



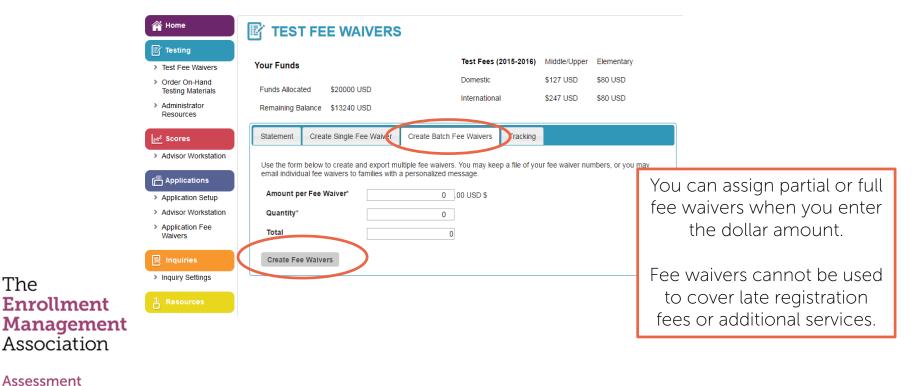


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## Create Batch Fee Waivers

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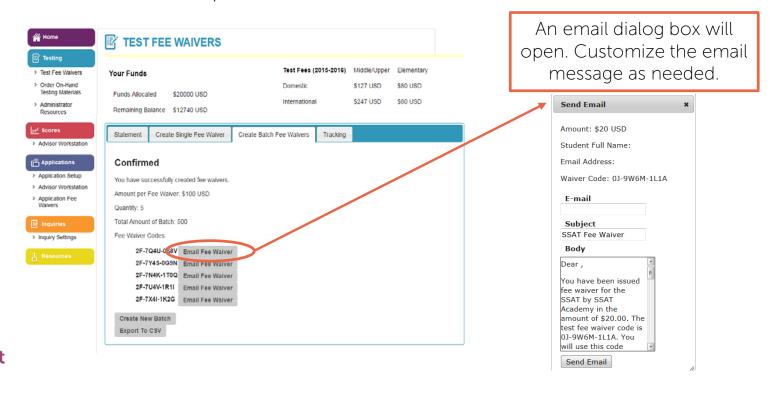
Using the Batch Fee Waivers feature allows you to create several waivers at once, saving you time. Select the Create Batch Fee Waivers tab. Then, enter the dollar amount for each waiver and the number of students in need. Press enter, and the total will be calculated for you. Click Create Fee Waivers to obtain the waivers.





### **Email Fee Waivers**

The Batch Waiver system creates several waivers at once. In order to assign them, and send them to a student, click the Email Fee Waiver button to send the individual waivers to students, if needed.



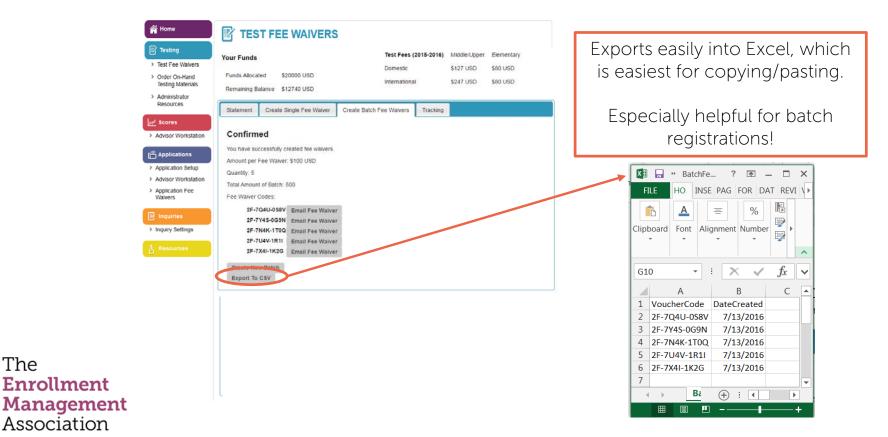
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## Export the Batch of Waivers

Click the Export to CSV button to download the waivers directly into Excel.



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