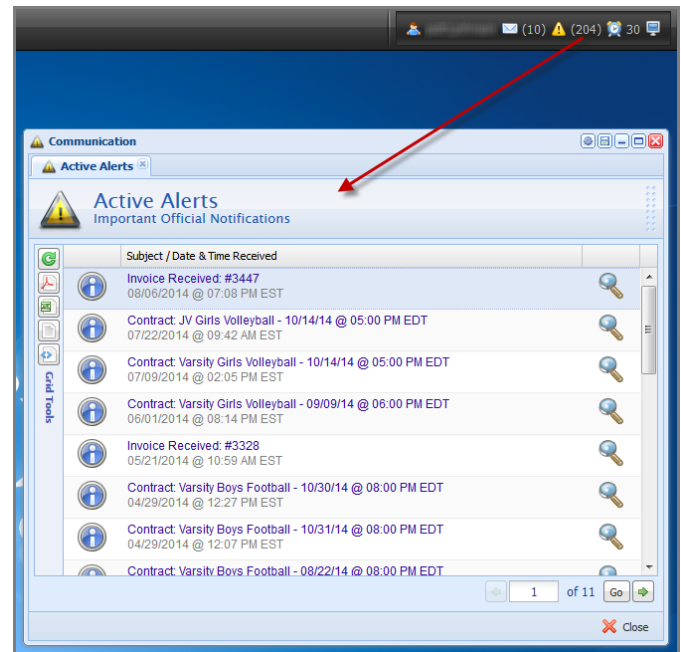


Paying Catastrophic Insurance via C2C

These directions will assist schools pay their Catastrophic Insurance invoices in C2C. Principals and users denoted as a Financial Administrator in C2C will receive a Catastrophic Insurance Invoice notification via email and an Alert in C2C. To access the invoice...

To access the invoice via the alert...

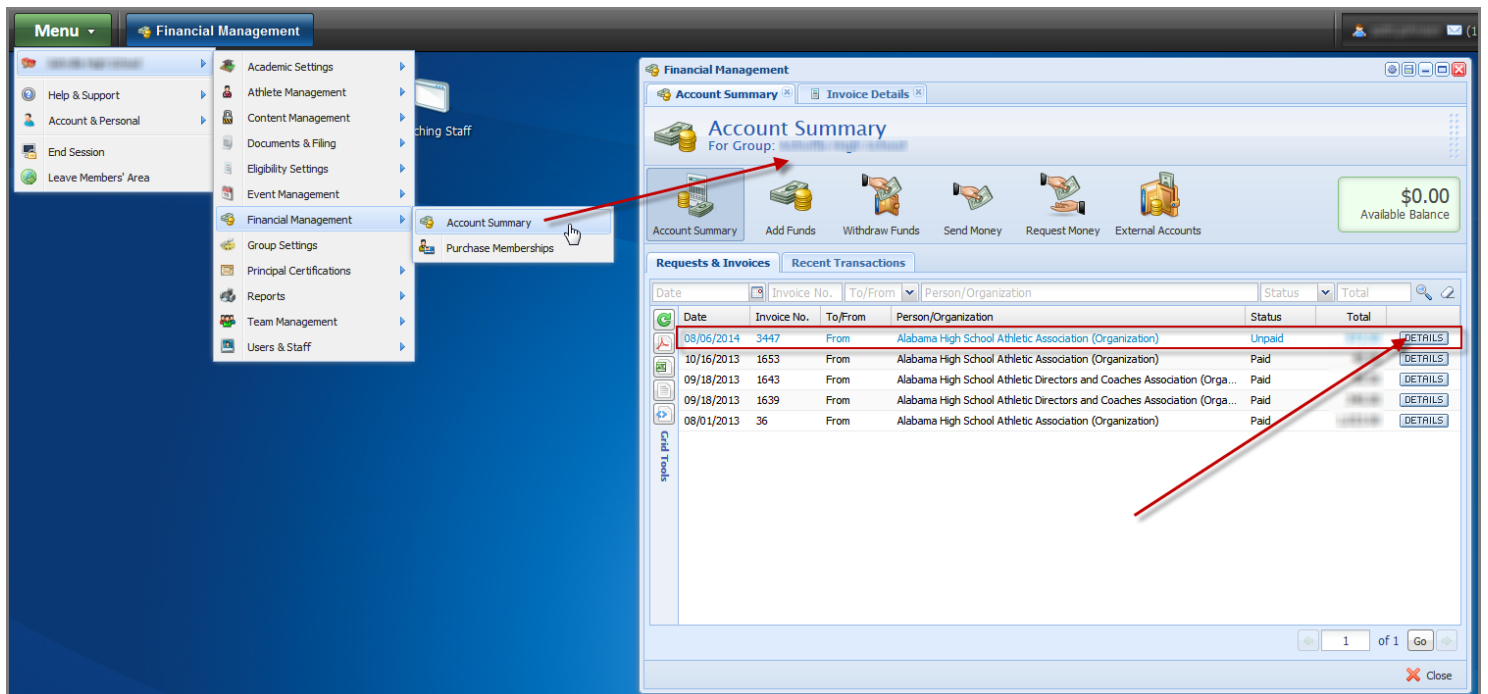
1. Click the Alert icon in the top right notification bar. You will have an alert that looks something like...
“Invoice Received: #XXXX”
2. Click on the invoice and you will see the invoice details and you can click the **“View Invoice”** button at the bottom.



To access the invoice via the Menu...

****PLEASE NOTE**** You must be either a Principal or a Financial Administrator for your school in order to access this.

1. Click **Menu > {school} > Financial Management > Account Summary**



Online Payment Option

1. Click the **“Make Payment”** button at the bottom of the invoice.
2. If you do not have a Credit Card or Bank account on your account yet, you will need to click the **“Add New Account”** button and set one up.
3. After selecting your **Funding Source**, enter your **Payment Amount** at the bottom and click **Submit**.

Mail-In Check Payment Option

1. Click the **“Print”** button at the bottom of the invoice.
2. Mail in the printed invoice along with a check to the AHSAA office.

Financial Management

Account Summary Invoice Details

Invoice Details

Sent From/Pay To	Bill To/Ship To	Invoice Summary
<p>Alabama High School Athletic Association</p> <p>P.O. Box 242367 Montgomery, AL 36124</p> <p>(334) 263-6994</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Invoice Number: 3447</p> <p>P.O. Number: <input type="text"/></p> <p>Invoice Date: 08/06/2014</p> <p>Terms: Due Upon Receipt</p> <p>Status: Unpaid</p>

Item	Qty	Unit	Unit Price	Total
Catastrophic Insurance (HS)	109.000	Each	8.00	872.00

Message To Customer	Payments	Invoice Totals
<p>Catastrophic Insurance</p> <p>School Year: 2013-2014</p> <p>Total Athletes: 109</p>		<p>Sub-Total: \$872.00</p> <p>+ Tax: \$0.00</p> <p>+ Shipping & Handling: \$0.00</p> <p>Total: \$872.00</p> <p>- Payments: \$0.00</p> <p>Amount Due: \$872.00</p>

Refresh Print Make Payment Save Save & Close Close