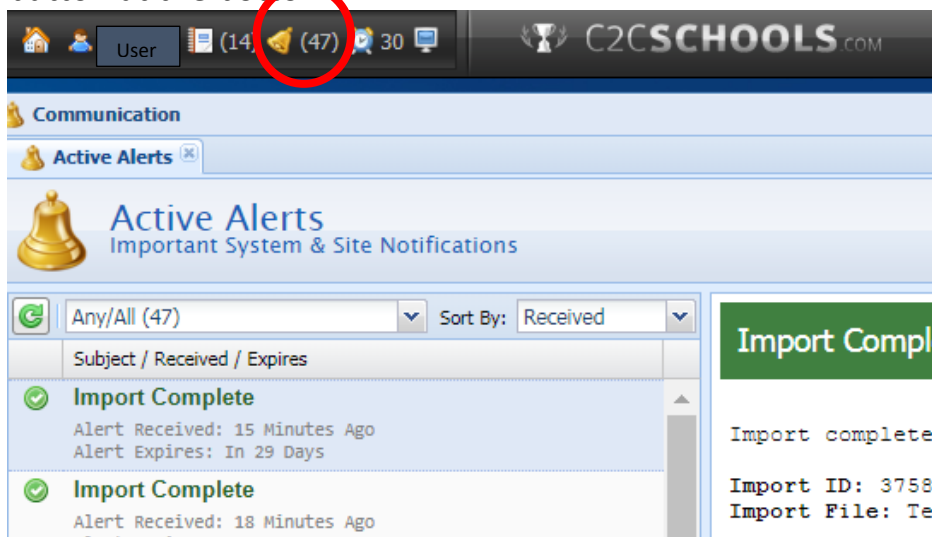


# Paying Catastrophic Insurance via C2C

These directions will assist schools in paying 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...

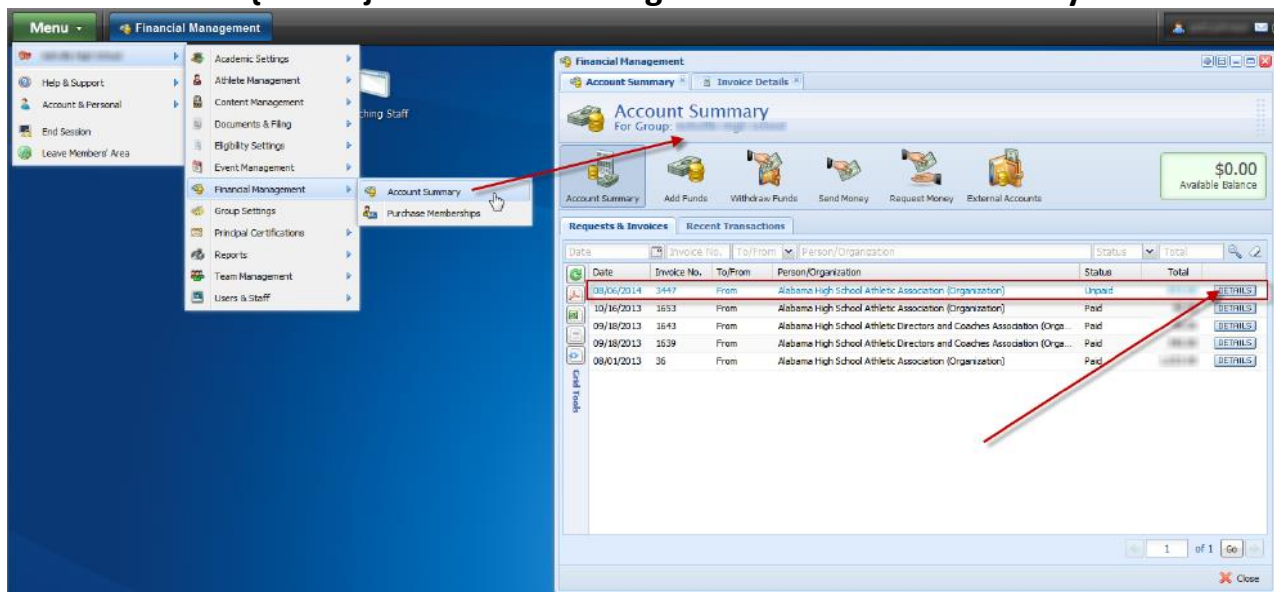
## To access the invoice via the alert...

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.O. Box 242367 Montgomery, AL 36124 (334) 263-6994</p>	<p>Alabama High School Athletic Association P.O. Box 242367 Montgomery, AL 36124 (334) 263-6994</p>	<p>Invoice Number: 3447 P.O. Number: <input type="text"/> Invoice Date: 08/06/2014 Terms: Due Upon Receipt 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 School Year: 2013-2014 Total Athletes: 109</p>		<p><b>Sub-Total</b> \$872.00 + Tax: \$0.00 + Shipping &amp; Handling: \$0.00 <b>Total</b> \$872.00 - Payments: \$0.00 <b>Amount Due:</b> \$872.00</p>

Refresh Print Make Payment Save Save & Close Close