



Signatories

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Signatories

Signatories are the responsible persons who sign the enrollment contract.

Multiple persons can be signatories for same contract

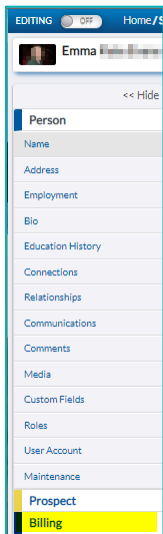
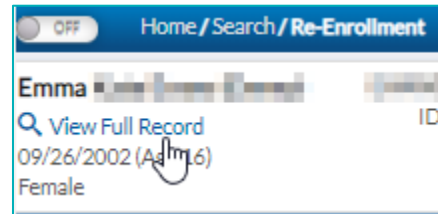
(Example: 3 Signatories could be parent 1, parent 2 and grandparent).

- During the Generate Contract process you will be prompted to indicate if all contract signatories are required or only 1.



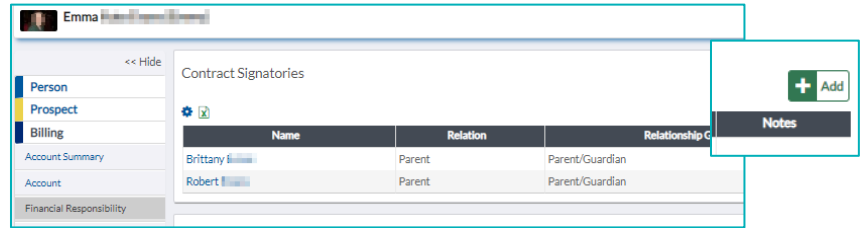
View Full Record to find signatories

- From the Search Screen select a student
- Select View Full Record in upper left corner



- Select Billing from the bottom of Menu

- Select Financial Responsibility from Billing submenu
- Turn edit mode to ON



ADD A SIGNATORY

- Add button to add a signatory
- Select person from list by checking box to left of the name
- Select Add button (bottom right)



REMOVE A SIGNATORY



- Use (minus) icon in Actions column to delete a row