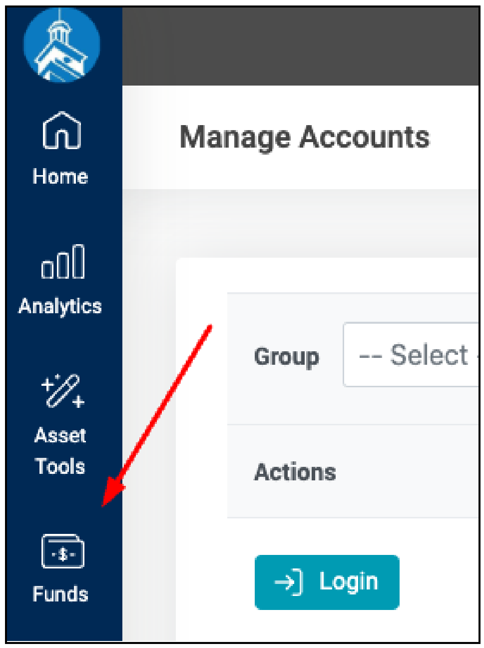
HOW TO:

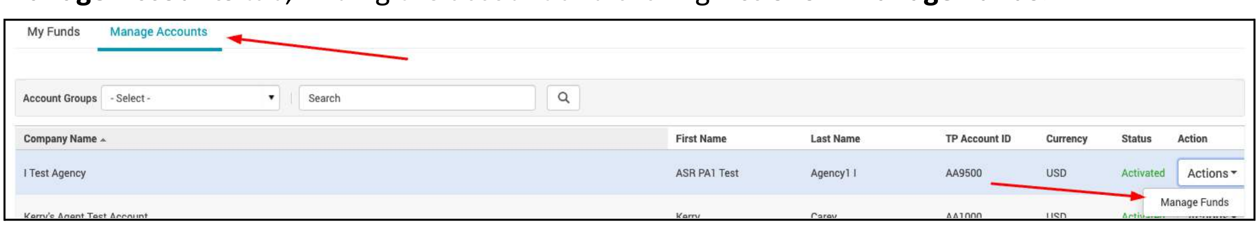
Disburse Funds

Step 1: To begin Disbursing Funds, select **Funds** from the left navigation menu.

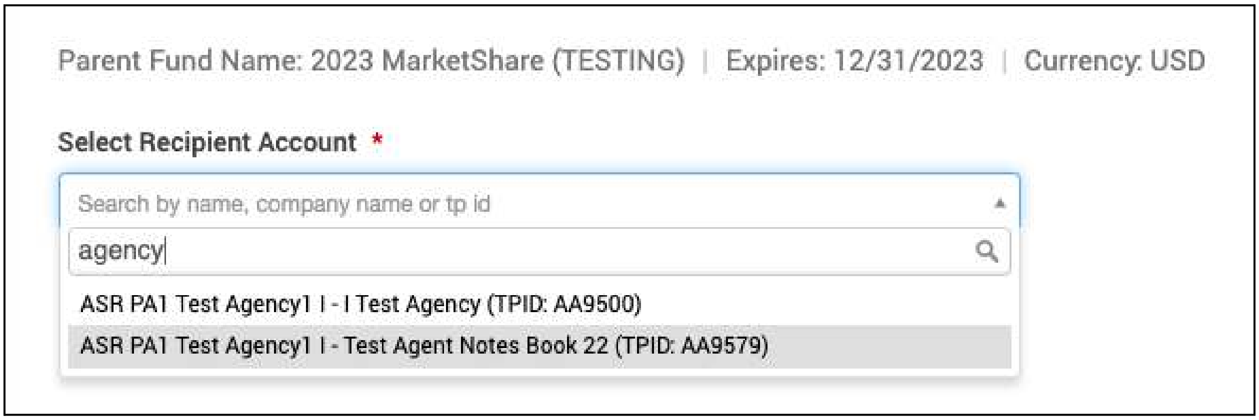


Step 2: From the **My Funds** tab, click the **Actions** dropdown and select **Disburse Fund**.

Step 2B: You can also check to see if a fund has already been disbursed by selecting the **Manage Accounts** tab, finding the account and clicking **Actions** > **Manage Funds**.



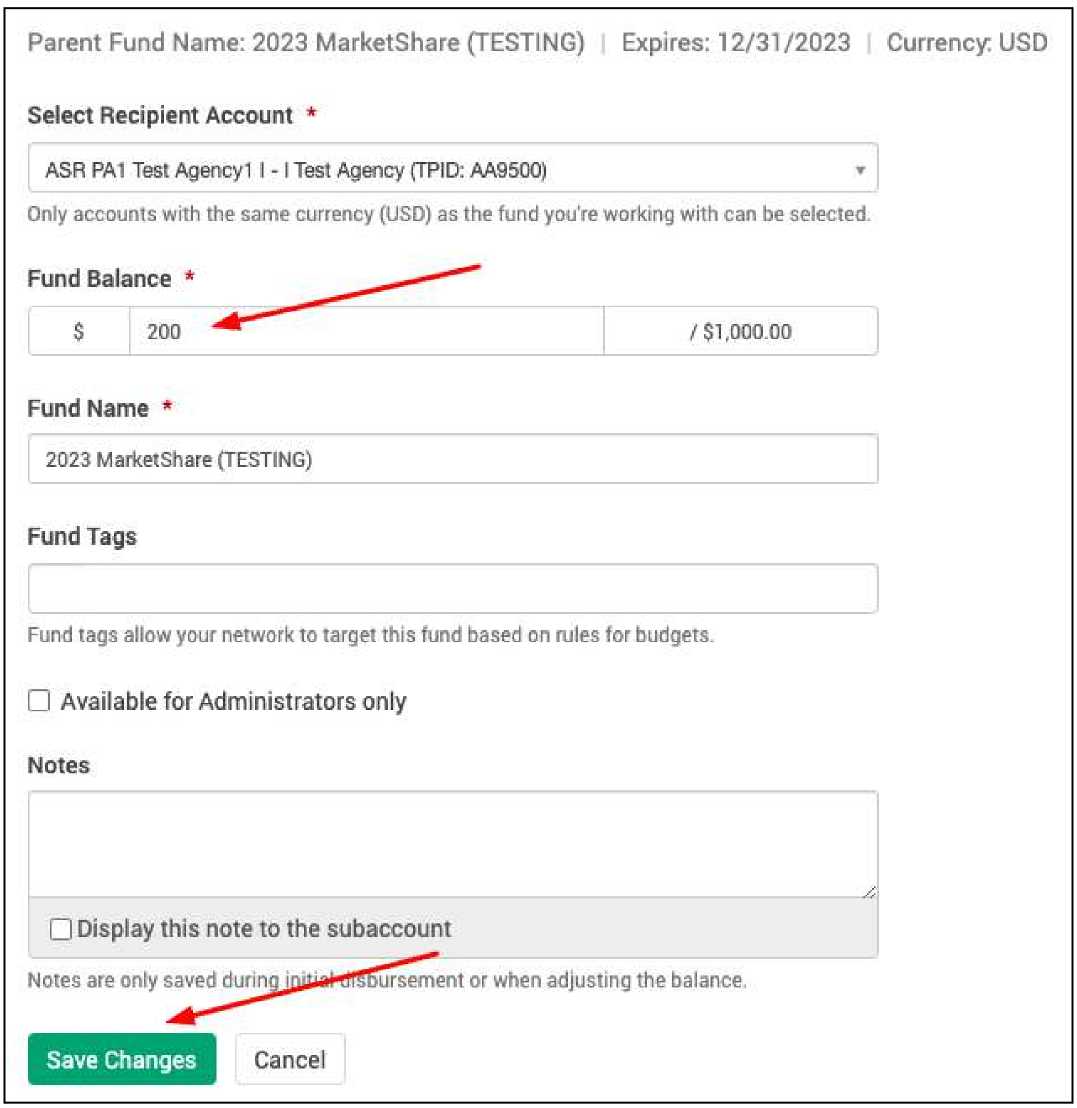
Step 3: Select Recipient Account by typing in the Name, Company Name or TP ID of the Store that will receive the funds. It will appear in the dropdown, at which point you can select it.



Step 4: Enter the **Fund Balance** to disburse to the store selected. This is the only required field on the fund disbursement form. Click **Save Changes** when complete.

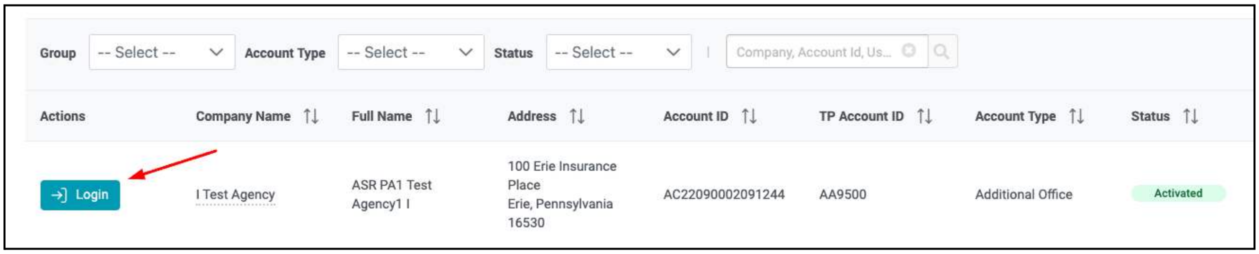
The optional fields are as follows:

- **Fund Name**: Auto-filled - this can be ignored, no need to change.
- **Fund Tags**: Not Applicable - this can be ignored.
- **Available for Administrators only**: Not Applicable - this can be ignored.
- **Notes**: You can add internal notes or select the **Display this note to the subaccount** box, so the Agent can view the fund disbursement notes.

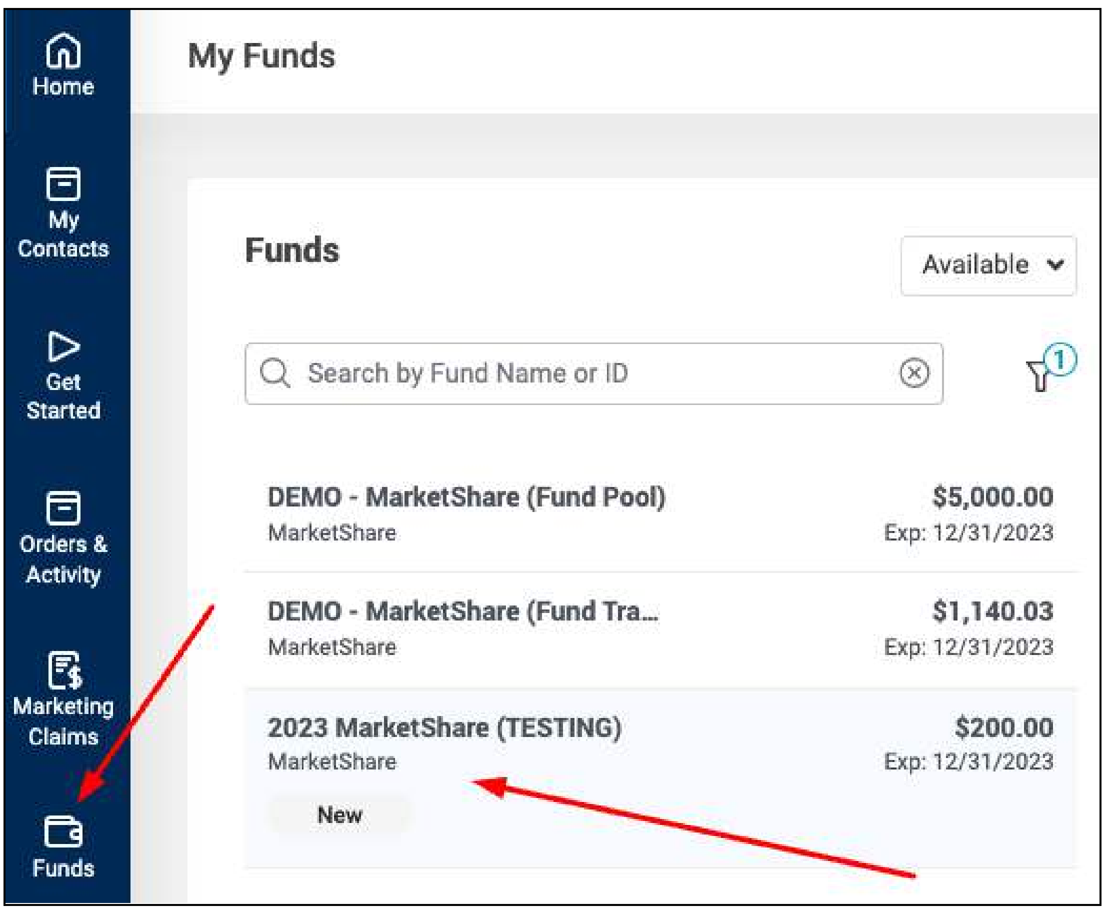


Funds disbursed will be deducted from the balance of your fund, and a message will appear in the bottom right corner: "**New fund has been successfully created**".

Step 5: To review the funds in the Agent Account, **Login** to the account in question under the **Actions** column on the homepage.

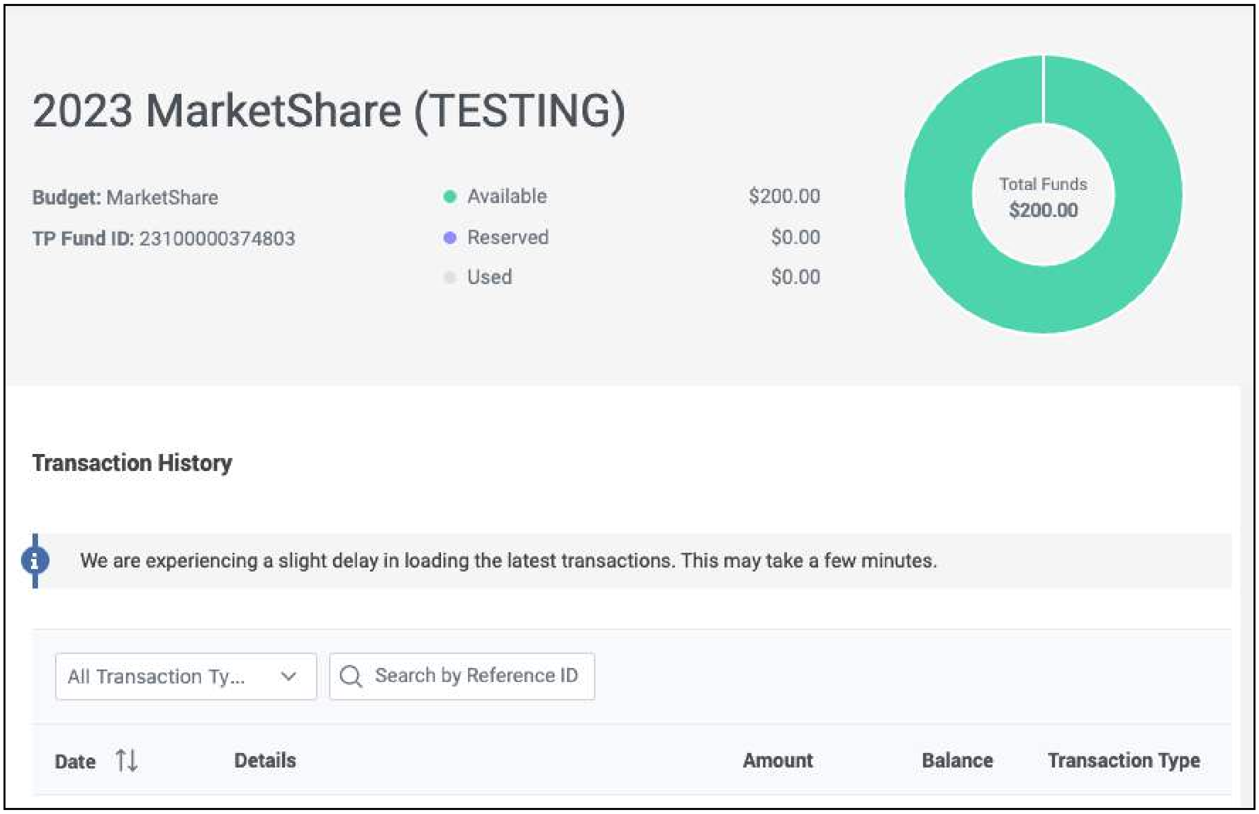


Step 6: Select **Funds** from the left navigation menu to find the fund you disbursed. Click on the fund in question.



Step 7: Review the details of the fund.

**Please note, this page may take a few minutes to update. If you view the transactions immediately after disbursing funds, the disbursement may not appear yet.*



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