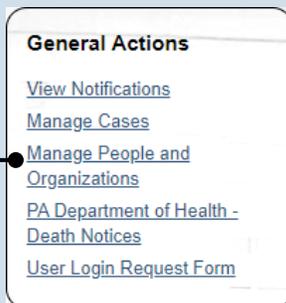




# How to Add a Fee Waiver for a Guardian

## 1. Initiate a search

In the General Actions section of your Dashboard, click the *Manage People and Organizations* link.



## 2. Enter the name of the guardian

In the Participant Search screen, select 'Person' or 'Organization' from the **Search By** field and enter the participant's **Last Name** and **First Name** or **Organization Name** and/or **EIN**.

## 3. Limit your search

Select the **Guardians Only** checkbox.

With this action, the **Professional Guardians Only** checkbox is selected automatically. If you do not want to search for professional guardians, deselect this checkbox.

### Search by Person

#### Participant Search

Search By: Person ?

Last Name:  (Optional)

First Name:

SSN:  ?

Birth Date:  ?

Death Date:  ?

Guardians Only:  (One or more of these fields is required)

Guardian Number:  ?

Works in County: --- ?

Professional Guardians Only:  ?

Attorneys Only:

### Search by Organization

#### Participant Search

Search By: Organization ?

Organization Name:  (Optional)

EIN:  (Optional)

Guardians Only:  (One or more of these fields is required)

Guardian Number:  ?

Works in County: --- ?

Professional Guardians Only:  ?

## 4. Click SEARCH

# How to Add a Fee Waiver for a Guardian



## 5. Choose a guardian

Based on the search results that display, click the Edit Record icon that appears to the right of the appropriate guardian.

Name	Type	Address	Identifiers	Details
Cameron Boggs	Guardian	341 Lincoln Ave. Sandy Ridge, PA 16677 (Home)	Guardian Number: 1200302	

- Names
- Addresses
- Phone
- Email
- Attributes
- Guardian Details**
- Attorney Details
- Alerts
- Audit Information

6. In the Edit Person / Organization screen, click the Guardian Details tab

## 7. Apply the waiver

Select the **Filing Fee Waiver** checkbox.

**Tip** Selecting this checkbox allows the guardian to submit reports to the court without paying any filing fees.

Organization

Address	Email	Phone Number
341 Lincoln Ave. Sandy Ridge, PA 16677 (Home)		

Is Guardian:  ?

Guardian Number:

Is Professional Guardian:

Filing Fee Waiver:

8. Click **SAVE**