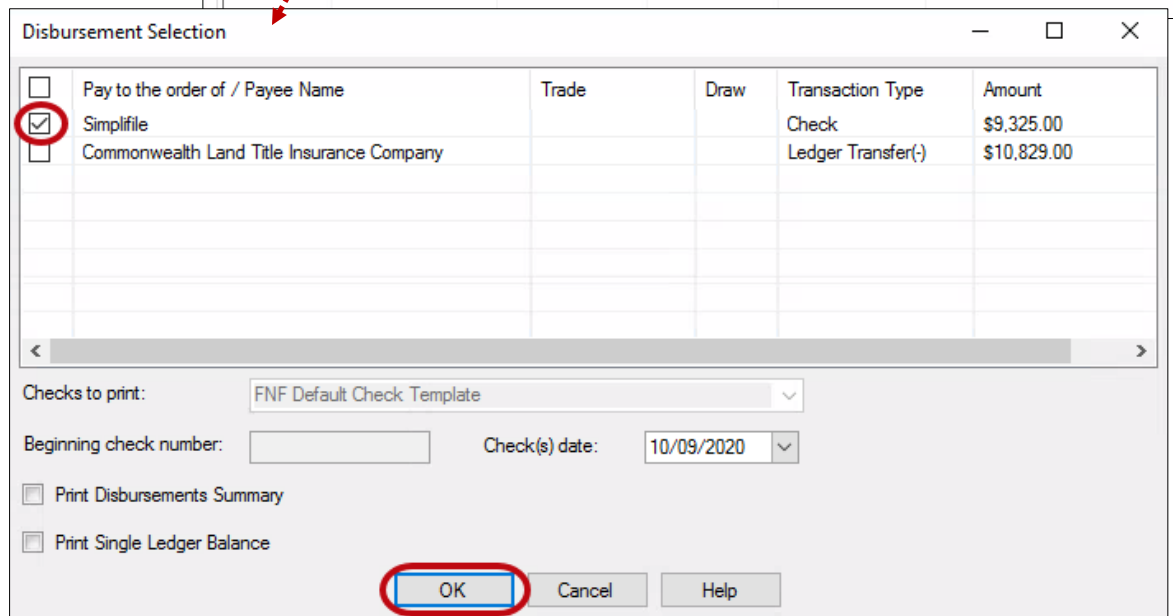
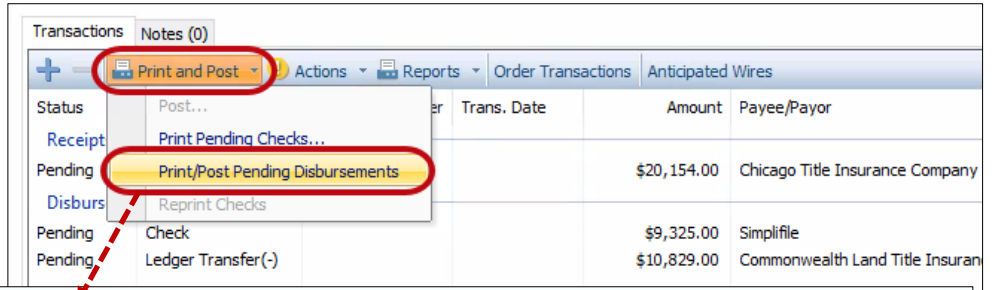


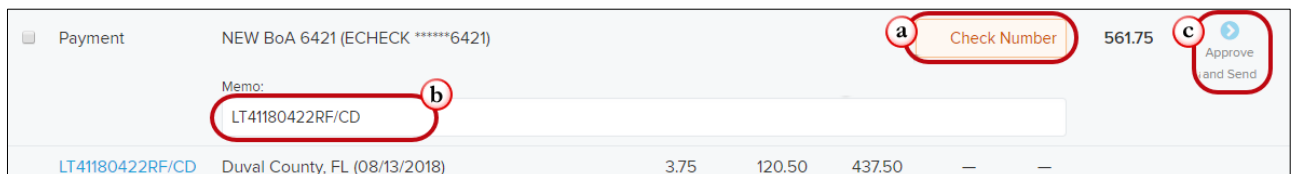
Follow these steps to pay Simplifile electronically.

From the Register,

1. Click the **Print and Post** button
2. Select the **Print/Post Pending Disbursements**
3. Check the check box for the **Simplifile** disbursement
4. Click **OK** to print the check



5. In **Simplifile**, enter the,
 - a) **Check number** = SoftPro check number
 - b) **Memo**, if needed
 - c) Click **Approve and Send** to submit



6. Write *Void* across the SoftPro check
7. Tear off signature portion of the check
8. Scan a copy of the voided check to smartview
9. Shred the voided check