



# The Fee Waiver Bank on your MAP (Member Access Portal) A Tutorial



# Choose your training destination

Select a training area by clicking on one of the boxes below:

The Basics

The Fee Waiver Bank

Individual

Learn to create an individual fee waiver

Batch

Learn to create waiver batches



# Meet your Fee Waiver Bank on your MAP (Member Access Portal)

# Log into your MAP

- Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#).
- Enter your user name and password

# Select the Test Fee Waivers link

The Enrollment Management Association  
+ Member Access Portal

Welcome, SSAT SUPPORT | Account Profile • Manage Users Logoff

Where would you like to go?

TESTING SCORES APPLICATIONS INQUIRIES RESOURCES

ADVISE STUDENTS  
Application Workstation •  
Score Workstation •

**ASSIGN WAIVERS**  
**Test Fee Waivers •**  
Application Fee Waivers

ORDER PUBLICATIONS  
Official Guide to the SSAT •  
SSAT At-A-Glance Brochure •



# Review your Statement

If you need additional fee waiver funds, e-mail [members@enrollment.org](mailto:members@enrollment.org).

**Home**

**Testing**

- > Test Fee V
- > Order On-l Testing Ma
- > Administra Resources

**Scores**

- > Advisor Workstation

**Applications**

- > Application Setup
- > Advisor Workstation
- > Application Fee Waivers

**Inquiries**

- > Inquiry Settings

**Resources**

## TEST FEE WAIVERS

**Your Funds**

		<b>Test Fees (2015-2016)</b>	Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic	\$127 USD	\$80 USD
Remaining Balance	\$13240 USD	International	\$247 USD	\$80 USD

Statement | Create Single Fee Waiver | Create Batch Fee Waivers | Tracking

Use the form below to create a single fee waiver and send via email to a family. You may also customize the body of the email for a personalized message to the family.

**Amount of Fee Waiver\***  .00 USD \$

**Student First Name\***

**Student Last Name\***

**Student Email Address\***

Create Fee Waiver

# Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.

The screenshot displays the 'TEST FEE WAIVERS' interface. On the left is a navigation sidebar with categories: Home, Testing (with sub-items: Test Fee Waivers, Order On-Hand Testing Materials, Administrator Resources), Scores (with sub-item: Advisor Workstation), Applications (with sub-items: Application Setup, Advisor Workstation, Application Fee Waivers), Inquiries (with sub-item: Inquiry Settings), and Resources. The main content area is titled 'TEST FEE WAIVERS' and includes a 'Your Funds' summary table and a 'TEST FEES (2015-2016)' table. Below these is a tabbed interface with options: Statement, Create Single Fee Waiver, Create Batch Fee Waivers, and Tracking (which is circled in red). The Tracking tab displays a table with columns: Fee Waiver Code, Created Date, Amount, Is Waiver Used, Student, Used By, and Used Date. The table contains several rows of data, with the first row showing a fee waiver code '2D-1J6R-2E9U' created on '10-21-2015' for an amount of '10', which has not been used.

Fee Waiver Code	Created Date	Amount	Is Waiver Used	Student	Used By	Used Date
2D-1J6R-2E9U	10-21-2015	10	No			
2Q-3B2P-6R9K	11-17-2015	100	No			
2Q-3Z9A-6Q7I	12-04-2015	10	Yes		sam ssat	12-04-2015
2Q-3K9I-6X8I	12-04-2015	10	No			
2H-3M9N-6Q9J	12-04-2015	10	No			
2J-3B9S-7H0K	12-04-2015	10	No			
2B-3E9V-7C4L	12-04-2015	10	No			



# Creating & Assigning Individual Fee Waivers On Your MAP (Member Access Portal)





# Create Single Fee Waiver

Select Create Single Fee Waiver. Enter the dollar amount for the waiver as well as the student's first name, last name, and email address. Click Create Fee Waiver to obtain the waiver.

**TEST FEE WAIVERS**

Your Funds		Test Fees (2015-2016)	Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic	\$127 USD	\$80 USD
Remaining Balance	\$13240 USD	International	\$247 USD	\$80 USD

Statement | **Create Single Fee Waiver** | Create Batch Fee Waivers | Tracking

Use the form below to create a single fee waiver and send via email to a family. You may also customize the body of the for a personalized message to the family.

Amount of Fee Waiver\*  00 USD \$

Student First Name\*

Student Last Name\*

Student Email Address\*

Create Fee Waiver

You can assign a partial or full fee waiver when you enter the dollar amount.

Fee waivers cannot be used to cover late registration fees or additional services.

Students may only use one fee waiver and cannot combine waivers to stack discounts.

# Email the Fee Waiver

Click the Email Fee Waiver button to send the individual waivers to students.

The screenshot displays the 'TEST FEE WAIVERS' interface. On the left is a navigation menu with categories: Home, Testing, Scores, Applications, Inquiries, and Resources. The main content area shows 'Your Funds' with a table of fees and a 'Confirmed' message. A red circle highlights the 'Email Fee Waiver' button. An arrow points from this button to a 'Send Email' dialog box on the right. The dialog box contains fields for 'E-mail' (ssat@ssat.org), 'Subject' (SSAT Fee Waiver), and 'Body' (Dear Student First Name Last Name, You have been issued fee waiver for the SSAT by SSAT Academy in the amount of \$127.00. The test fee waiver code is 2Z-7V4M-1L5I.).

Your Funds		Test Fees (2015-2016)	
		Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic \$127 USD	\$80 USD
Remaining Balance	\$12613 USD	International \$247 USD	\$80 USD

**Confirmed**

You have successfully created a fee waiver for the SSAT exam.

Amount: \$127 USD  
Student Name: Student First Name Last Name  
Student Email: ssat@ssat.org  
Waiver Code: 2Z-7V4M-1L5I

Buttons: Create New Waiver, **Email Fee Waiver**

**Send Email** dialog box:

Amount: \$127 USD  
Student Full Name: Student First Name Last Name  
Email Address: skline@ssat.org  
Waiver Code: 2Z-7V4M-1L5I

**E-mail** \*

ssat@ssat.org

**Subject**

SSAT Fee Waiver

**Body**

Dear Student First Name Last Name,  
You have been issued fee waiver for the SSAT by SSAT Academy in the amount of \$127.00. The test fee waiver code is 2Z-7V4M-1L5I.

Send Email



# Creating and assigning Fee Waiver Batches on your MAP (Member Access Portal)



# Create Batch Fee Waivers

Using the Batch Fee Waivers feature allows you to create several waivers at once, saving you time. Select the Create Batch Fee Waivers tab. Then, enter the dollar amount for each waiver and the number of students in need. Press enter, and the total will be calculated for you. Click Create Fee Waivers to obtain the waivers.

Your Funds		Test Fees (2015-2016)	Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic	\$127 USD	\$80 USD
Remaining Balance	\$13240 USD	International	\$247 USD	\$80 USD

Statement | Create Single Fee Waiver | **Create Batch Fee Waivers** | Tracking

Use the form below to create and export multiple fee waivers. You may keep a file of your fee waiver numbers, or you may email individual fee waivers to families with a personalized message.

Amount per Fee Waiver\* .00 USD \$

Quantity\*

Total

**Create Fee Waivers**

You can assign partial or full fee waivers when you enter the dollar amount.

Fee waivers cannot be used to cover late registration fees or additional services.

# Email Fee Waivers

The Batch Waiver system creates several waivers at once. In order to assign them, and send them to a student, click the Email Fee Waiver button to send the individual waivers to students, if needed.

The screenshot shows the 'TEST FEE WAIVERS' interface. On the left is a navigation menu with categories: Home, Testing, Scores, Applications, Inquiries, and Resources. The main content area is titled 'TEST FEE WAIVERS' and includes a 'Your Funds' table, a 'Confirmed' status message, and a list of fee waiver codes. The 'Email Fee Waiver' button for the first code is circled in red.

Your Funds		Test Fees (2015-2016)	
		Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic: \$127 USD	\$80 USD
Remaining Balance	\$12740 USD	International: \$247 USD	\$80 USD

**Confirmed**  
You have successfully created fee waivers.  
Amount per Fee Waiver: \$100 USD  
Quantity: 5  
Total Amount of Batch: 500  
Fee Waiver Codes:

- 2F-7Q4U-068V Email Fee Waiver
- 2F-7Y4S-0G9N Email Fee Waiver
- 2F-7N4K-1T0Q Email Fee Waiver
- 2F-7U4V-1R11 Email Fee Waiver
- 2F-7X4I-1K2G Email Fee Waiver

Buttons: Create New Batch, Export To CSV

An email dialog box will open. Customize the email message as needed.

The 'Send Email' dialog box contains the following fields and content:

- Amount: \$20 USD
- Student Full Name:
- Email Address:
- Waiver Code: 0J-9W6M-1L1A
- E-mail**:
- Subject**: SSAT Fee Waiver
- Body**:  
Dear ,  
You have been issued fee waiver for the SSAT by SSAT Academy in the amount of \$20.00. The test fee waiver code is 0J-9W6M-1L1A. You will use this code
- Send Email button

# Export the Batch of Waivers

Click the Export to CSV button to download the waivers directly into Excel.

The screenshot shows the 'TEST FEE WAIVERS' interface. On the left is a navigation menu with categories: Home, Testing, Scores, Applications, Inquiries, and Resources. The main content area is titled 'TEST FEE WAIVERS' and includes a 'Your Funds' section with a table of fees, a 'Confirmed' status message, and a list of five fee waiver codes. At the bottom of the list, the 'Export To CSV' button is circled in red.

Your Funds		Test Fees (2016-2016)		Middle/Upper	Elementary
Funds Allocated	\$20000 USD	Domestic	\$127 USD		\$80 USD
Remaining Balance	\$12740 USD	International	\$247 USD		\$80 USD

**Confirmed**  
You have successfully created fee waivers.  
Amount per Fee Waiver: \$100 USD  
Quantity: 5  
Total Amount of Batch: 500  
Fee Waiver Codes:

- 2F-7Q4U-0S8V Email Fee Waiver
- 2F-7Y4S-0G9N Email Fee Waiver
- 2F-7N4K-1T0Q Email Fee Waiver
- 2F-7U4V-1R1I Email Fee Waiver
- 2F-7X4I-1K2G Email Fee Waiver

Buttons: Create New Batch, Export To CSV

Exports easily into Excel, which is easiest for copying/pasting.  
Especially helpful for batch registrations!

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	VoucherCode	DateCreated	
2	2F-7Q4U-0S8V	7/13/2016	
3	2F-7Y4S-0G9N	7/13/2016	
4	2F-7N4K-1T0Q	7/13/2016	
5	2F-7U4V-1R1I	7/13/2016	
6	2F-7X4I-1K2G	7/13/2016	
7			