How to use the SSAT Test Fee Waiver Bank in your MAP (Member Access Portal)
Choose your training destination

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

- **The Basics**
  - SSAT Fee Waiver Bank
- **Individual**
  - Learn to create an individual SSAT fee waiver
- **Batch**
  - Learn to create waiver batches
Meet your Fee Waiver Bank on your MAP
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.
Review your Statement

If you need additional fee waiver funds, e-mail members@enrollment.org.

<table>
<thead>
<tr>
<th>Your Funds</th>
<th>Test Fees (2017-2018)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Allocated</td>
<td>$6156 USD</td>
<td></td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>$2361 USD</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement</th>
<th>Create Single Fee Waiver</th>
<th>Create Batch Fee Waivers</th>
<th>Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocated</td>
<td>$6156 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>$2361 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Waivers Created</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used Fee Waivers</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unused Fee Waivers</td>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your bank is reset at the beginning of each academic year based on your previous year's usage. All generated fee waivers are valid for the current academic year starting on August 1st and ending on July 31st.

If you have any questions or need additional fee waiver dollars, please email The Enrollment Management Association at members@enrollment.org.
Monitor your Tracking Tab

Use the Tracking tab to see when waivers have been used and by whom.
Creating & Assigning Individual Fee Waivers On Your MAP
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**

<table>
<thead>
<tr>
<th>Your Funds</th>
<th>Test Fees (2017-2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Middle/Upper</td>
</tr>
<tr>
<td>Funds Allocated</td>
<td>$132 USD</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>$257 USD</td>
</tr>
</tbody>
</table>

- 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.

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

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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.

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.

An email dialog box will open. Customize the email message as needed.
Export the Batch of Waivers

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

Exports easily into Excel, which is easiest for copying/pasting.

Especially helpful for batch registrations!