**CCFA HOW TO: GENERATE AN APPLICATION AND FEE AGREEMENT**

Please follow the steps listed below to generate the Application and Fee Agreement

* Click on the Authorization on the right summary section

[SCREEN SHOT OF CCFA FAMILY DETAIL SCREEN WITH THE AUTHORIZATION SECTION HIGHLIGHTED.]

* Navigate to the Action dropdown on the Authorization details page
* Select Application and Fee Agreement from the dropdown menu

[SCREEN SHOT OF A DROP DOWN MENU SHOWING "APPLICATION FEE AGREEMENT" SELECTED.]

* A message will be displayed asking if you want to Open or Save the report or Cancel the Action.

[SCREEN SHOT OF THE POP UP WINDOW.]

* The system open the report as a PDF document.

[SCREEN SHOT OF THE APPLICATION AND FEE AGREEMENT REPORT..]