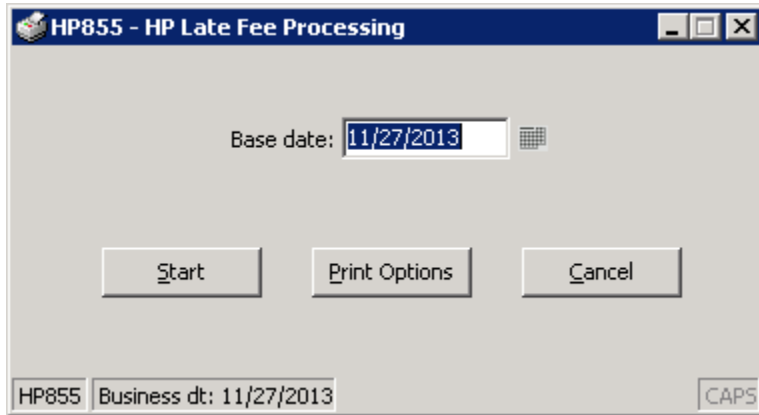**Processing Late Fees**

Navigate to Health Policy → Processing → 855 HP Late Fee Processing

The date will default to the current business date. This date can be set to any date in the past, however current business date will almost always be what you want to use.

Click start.

You will end up with a report that tells you which remitters are late, by how much the remitter is late and what late fee was charged.

If you would like to cancel any of these late fees, now it the time to do it.

Highlight the transaction for the late fee.

Click on Actions → Reverse Late Fee Assessment