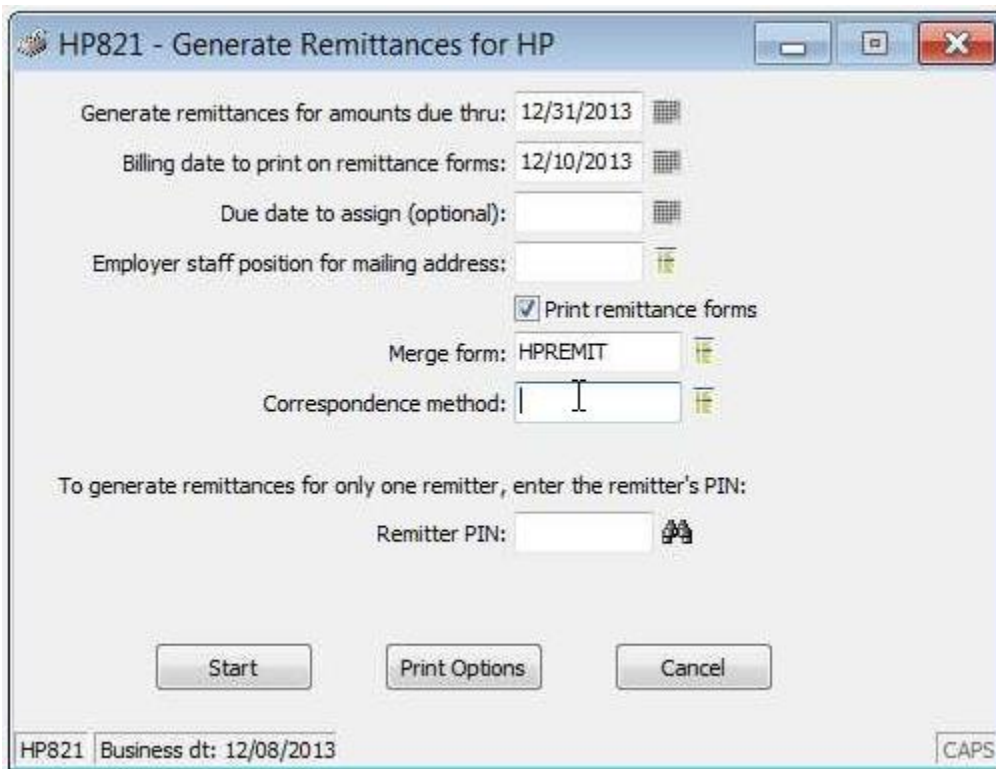


Running HP Remittances

Navigate to Health Policy → Processing → 821 Generate HP Remittances

Fill out the form presented:

- Generate remittances for amounts due through: will be an end of month date
- Billing date to print on remittance forms: statement date
- Due date to assign can be left blank unless you want to force a different due date
- Employer staff position for mailing address can be left blank



The screenshot shows a Windows-style dialog box titled "HP821 - Generate Remittances for HP". The dialog contains the following fields and options:

- Generate remittances for amounts due thru: 12/31/2013
- Billing date to print on remittance forms: 12/10/2013
- Due date to assign (optional): [blank]
- Employer staff position for mailing address: [blank]
- Print remittance forms
- Merge form: HPREMIT
- Correspondence method: [blank]
- To generate remittances for only one remitter, enter the remitter's PIN:
Remitter PIN: [blank]

At the bottom of the dialog are three buttons: "Start", "Print Options", and "Cancel".

At the bottom left of the dialog, it says "HP821 Business dt: 12/08/2013". At the bottom right, there is a "CAPS" button.

Print the Remittances

Navigate to Merge Forms System → Nested Mailmerge → Generate Statements

Check the box next to the row you wish to merge (probably the most recent one).

Click Merge.