

CODI Billing instructions

1. Contact Finance to ensure all payments are in.
2. Make sure all late fees are assessed.
3. Billing is done by the 15th of the month.
4. Click Billing
 - a. Click Statements
 - b. Click Add New
 - c. Select 1st Cycle and input due date
5. Click Generate Statement
 - a. Download Paper Statement
6. Print on letterhead
7. Fold bottom of page to make sure address lines up with window
8. If late, insert delinquency letter into envelope with bill. There are 30, 60, and 90 day templates.
9. Mail out