Online Expense Portal

QUICK REFERENCE GUIDE

ESA Bank Fees

1) Enter the date the fee was withdrawn from the account

- Select a date from the calendar, or type the date directly into the textbox

2) Select **Other** from the **Payment Method** menu:

- Enter "**Withdrawal**" into the **Other Payment Method** textbox that becomes visible:

3) Enter "**Bank of America**" into **the Vendor/Facility** textbox:

4) Enter the amount withdrawn into the **Payment Total** textbox

5) Select the type of fee from the **Bank Fee Type** drop-down menu

6) Click **Save** to complete the expense entry