

# Online Expense Portal

## QUICK REFERENCE GUIDE

### ESA Bank Fees

The screenshot shows a form for entering bank fees. It includes fields for Payment Date, Payment Method, Vendor / Facility, Payment Total, and Bank Fee Type. A dropdown menu for Bank Fee Type is open, showing options: Select one, Expedited Service Fee, and Replacement Card Fee (lost/stolen card). At the bottom are Save, Cancel, and Back buttons. Numbered callouts 1 through 6 point to the following elements: 1) Payment Date field, 2) Payment Method dropdown, 3) Vendor / Facility field, 4) Payment Total field, 5) Bank Fee Type dropdown, and 6) Save button.

- 1) Enter the date the fee was withdrawn from the account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

The screenshot shows a dropdown menu with 'Other' selected. Below it, a search bar contains the text 'Withdrawal'.

- 3) Enter **“Bank of America”** into the **Vendor/Facility** textbox:

The screenshot shows a search bar with the text 'Bank of America' entered.

- 4) Enter the amount withdrawn into the **Payment Total** textbox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