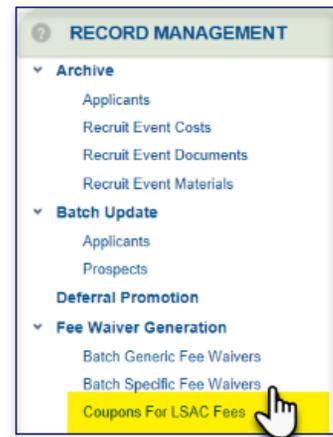
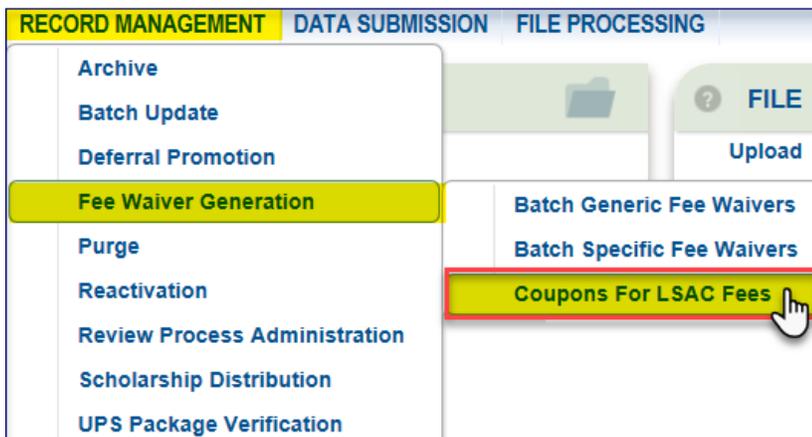




Generate Coupon Codes to Waive the LSAC Fees for Applicants

To ease the cost applicants incur when applying to law school, you can pay for the CAS or DAS subscription fee, the LLM ITAES Subscription fee, and the CAS report fee. This feature is available in the Fee Generation functionality in ACES².

- Please note that your school will be invoiced monthly for any redeemed fee waivers you generate.
1. From the Record Management tab, select **Fee Waiver Generation** and then select **Coupons for LSAC Fees**. Alternatively, select **Coupons for LSAC Fees** from the Record Management section under Fee Waiver Generation.



2. From the Fee Waiver Type drop-down menu, select the LSAC fee you want to waive.
 - CAS Report fee—This is specific to your law school.
 - CAS/DAS Subscription fee—This is not school-specific and applies to the five-year CAS/DAS subscription.
 - LLM ITAES Subscription fee—This is not school-specific and corresponds with the five-year LLM-DAS subscription.
 - You can only waive one fee type at a time.
3. Either manually enter or select the Expiration Date. If you do not specify an expiration date, ACES² sets the expiration date to one year from the date on which the fee waiver was created.
4. Enter the Number of Fee Waivers. This number cannot exceed 1,000.
5. Select **Generate Fee Waivers**.

Coupons For LSAC Fees

DAILY SEARCH REPORTS RECORD MANAGEMENT DATA SUBMISSION FILE PROCESSING

Generate Coupons For LSAC Fees

Important: When you grant fee waivers for a CAS report or a CAS subscription, LSAC will invoice your school when redeemed.

Coupon Type: 

Expiration Date:

Number of Coupons:

JD CAS Report

LLM CAS Report

JD CAS Subscription

LLM DAS Subscription

LLM ITAES Subscription

Generate Fee Waivers

- ACES² creates the fee waiver type you requested, along with the expiration date. It displays this information in a new window in Microsoft Excel.
- The Excel file contains the number of fee waivers, the fee waiver code, the expiration date, and the fee waiver type. The fee waiver code begins with your four-digit school code followed by an array of letters and numbers.
- RPT or LRPT indicates a CAS report waiver type; CAS or LDAS indicates a CAS subscription waiver; and LIAS indicates a ITAES subscription

FeeWaivers636742539014303014 [Read-Only]

File Home Insert Page Layout Formulas Data Review View ACROBAT

Paste Font Alignment Number

#	Coupon Code	Expiration Date	Fee Waiver Types	Name	Notes
1	9999SSEOEIB3V18277I	08/10/2019	RPT	Jean Grey	
2	9999SPBSF6KQY18277O	08/10/2019	RPT	Warren Worthington	
3	9999SBYOSBFJK18277B	08/10/2019	RPT	Logan Howlett	Direct Admit
4	9999SNTEZTIUW18277E	08/10/2019	RPT		
5	9999S77KDGHQ18277Y	08/10/2019	RPT		
6	9999SLWBVNDUG18277O	08/10/2019	RPT		

6. Save the Excel file for your records. Document the name of the candidate to whom you issue the fee waiver. In addition, you may record the fee waiver code in a prospect record.

- Since the fee waiver is not associated with an LSAC account number, you will need to provide the code to the applicant to use during the application checkout process. If awarding multiple LSAC fee waiver codes, you will need to provide the applicant with all of the codes.

Record Fee Waiver Codes in Prospect Record

You can record in a prospect record the fee waiver codes generated through the Batch Generic Fee Waiver process. If there is no prospect record, create one in ACES².

- In the Fee Waiver section (expand section if collapsed), click **Add**.
- Select the **Record Fee Waiver** radio button.
- Paste or manually enter the Fee Waiver Code you wish to record.
 - Fee waivers are processed at LSAC about every 10 minutes.
 - Only valid and processed fee waivers can be recorded in the prospect record. If the code is either invalid or recorded too soon, ACES² will display a message notifying you that the fee waiver code cannot be recorded.

- Select **Save**.
- The fee waiver code information displays in a grid. The Fee Waiver Type is Application. Please note that the User ID is the user who recorded the code in the prospect record and not the user who generated the fee waiver code.

Add	Fee Waiver Type	Fee Waiver Code	Fee Waiver Expiration Date	Fee Waiver Creation Date	User ID
Edit	Application	9999SI1KRWSBT182289	9/1/2018	8/16/2018	miscelliott

Send Fee Waiver Codes to LSAC

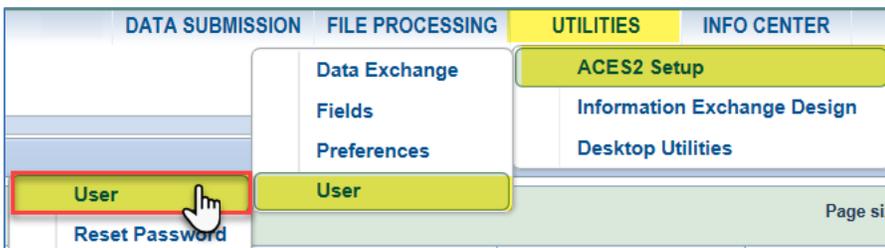
The fee waivers you generate in ACES² are sent to LSAC for processing so that they can be redeemed by candidates during the application checkout process. The Data Exchange Setting called Send Fee Waivers to LSAC controls the frequency of this process, which you can view in ACES².

1. From Utilities, select **ACES² Setup** and then select **Data Exchange**.
2. Expand the Data Exchange Settings section and locate the row called Send Fee Waivers to LSAC. This displays the frequency of exchange, whether or not the exchange occurs over the weekend, the start and end dates and times, the last and next execution dates and times, and the status. This helps you gauge how long the process will take for LSAC to record the fee waiver until it can be redeemed by the prospect.

ID	Description	Frequency	Weekends	Start Time	End Time	Last Execution	Next Execution	Status
1	EAPP Data Retrieval	Hourly	Yes	3/12/2017 9:56:20 AM		10/4/2018 1:31:20 PM	10/4/2018 2:31:20 PM	Ready
2	Report Requests Submission	Repeat 25	Yes	3/12/2017 2:30:00 AM		10/4/2018 1:12:00 PM	10/4/2018 1:37:00 PM	Ready
4	Send Decisions to LSAC	Repeat 30	No	3/12/2017 9:58:20 AM		10/4/2018 1:32:20 PM	10/4/2018 2:02:20 PM	Ready
5	Send Commitments to LSAC	Repeat 240	No	4/1/2016 12:00:00 AM	9/30/2016 12:00:00 AM	9/29/2016 8:12:29 PM	9/30/2016 12:12:29 AM	Ready
6	JD Domestic Data Retrieval	Hourly	Yes	3/12/2017 10:00:20 AM		10/4/2018 12:56:20 PM	10/4/2018 1:56:20 PM	Ready
7	CRS/Forum Data Retrieval	Repeat 15	Yes	3/12/2017 9:56:20 AM		10/4/2018 1:27:20 PM	10/4/2018 1:42:20 PM	Ready
8	CRS/Forum Import	Hourly	No	3/12/2017 9:56:20 AM		10/4/2018 12:36:20 PM	10/4/2018 1:36:20 PM	Ready
9	Prospect Import	Repeat 20	No	3/12/2017 9:56:20 AM		10/4/2018 1:20:20 PM	10/4/2018 1:40:20 PM	Ready
10	Applicant Import	Repeat 15	No	8/7/2016 9:56:20 AM	1/18/2017 11:17:05 AM	1/18/2017 11:06:20 AM		Stopped
12	Send Fee Waivers to LSAC	Repeat 10	No	3/12/2017 8:42:43 AM		10/4/2018 1:28:43 PM	10/4/2018 1:38:43 PM	Ready
15	Decision Import	Hourly	No	3/12/2017 9:56:20 AM		10/4/2018 12:41:20 PM	10/4/2018 1:41:20 PM	Ready

Set User Roles to Generate Fee Waiver Codes

The ACES² administrator in your office will determine who has permission to generate fee waivers. If you are an administrator and want to give permission to staff members so that they can generate batch generic fee waivers for CAS subscriptions and CAS reports, select **Utilities/ACES² Setup/User/User**.



There is a user role under Utilities called Utilities.GenerateLSACCoupons.

- Modify lets a user generate fee waivers.
- View permits viewing only.

<input checked="" type="checkbox"/> Utilities	
<input type="checkbox"/> Utilities.CustomizeAppScreens	
<input checked="" type="checkbox"/> Utilities.EventCalendarSettings	
<input checked="" type="checkbox"/> Utilities.ProspectInquiryForm	
<input checked="" type="checkbox"/> Utilities.Announcement	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.ASOChecklist	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.ASOTargetMessage	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.Audit	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.CASDataFlow	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.DefaultSettings	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.EmailTemplates	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.Fields	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.GenerateFeeWaivers	<input checked="" type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Utilities.GenerateLSACCoupons	<input checked="" type="radio"/> Modify <input type="radio"/> View

<input checked="" type="checkbox"/> Prospect	
<input type="checkbox"/> Prospect.Delete	
<input type="checkbox"/> Prospect.EmailTracking	
<input type="checkbox"/> Prospect.SourceOfData	
<input type="checkbox"/> Prospect.AcademicSummary	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Address	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Bio	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.ContactLog	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Demographics	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.EngProficiencyTest	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Ethnicity	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Interests	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Mailings	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Notes	<input type="radio"/> Modify <input type="radio"/> View
<input type="checkbox"/> Prospect.Program	<input type="radio"/> Modify <input type="radio"/> View
<input checked="" type="checkbox"/> Prospect.ProspectFeeWaivers	<input checked="" type="radio"/> Modify <input type="radio"/> View

If the user is also responsible for recording the fee waiver code in a prospect record, then under Prospect, you must grant Modify access to Prospect.ProspectFeeWaivers.