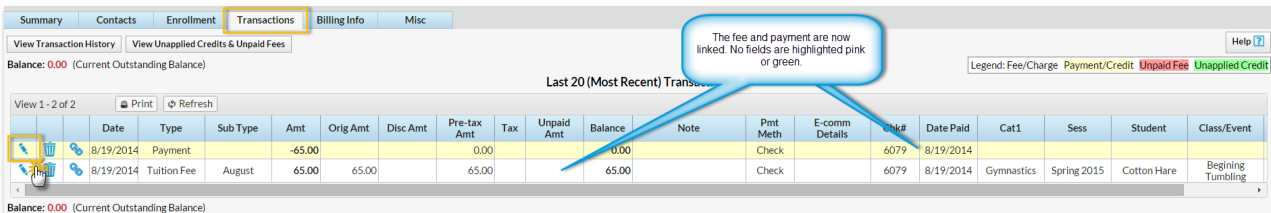# How can I correct an unapplied payment?

Last Modified on 01/22/2019 12:09 pm EST

1. Click the **Pencil** icon on the *Payment* line.

2. This opens the *Edit Transaction* window. Click **ReApply Payment**.

3. In the *Re-Apply Payment Transaction* window, select a fee(s) by clicking in that fee's **Apply Amt** field. Click **Save Payment**.

The payment is now properly linked and no green or pink are displayed.