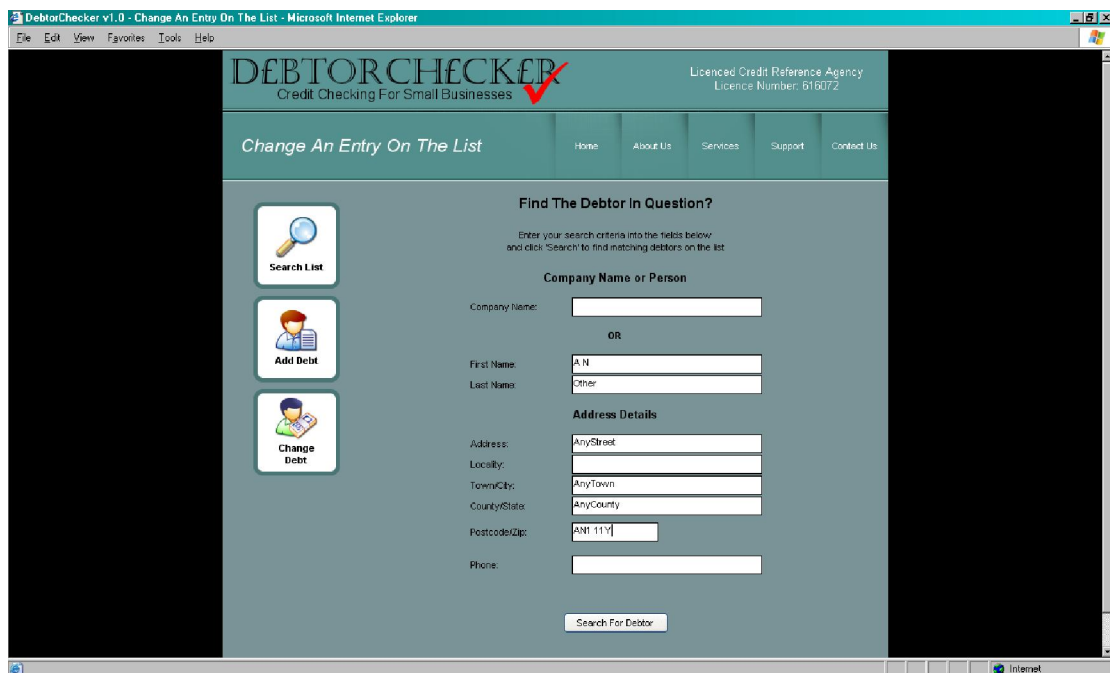


## How do I record a part payment of a debt?

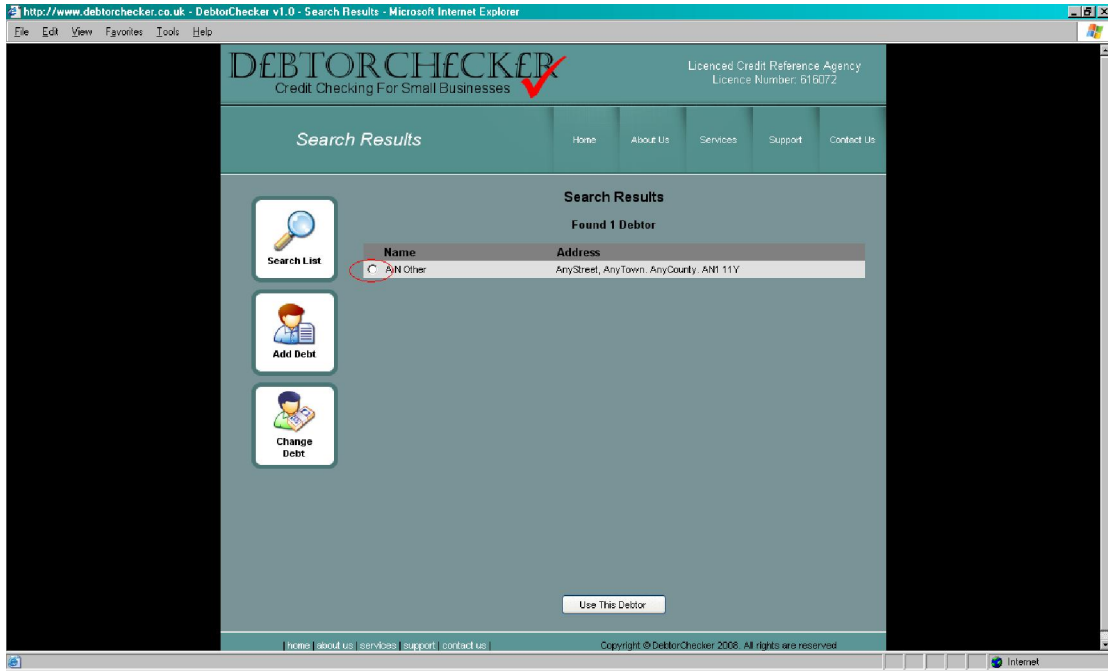
Sign in to [www.debtorchecker.co.uk](http://www.debtorchecker.co.uk) from the home page and get taken to the following welcome page.



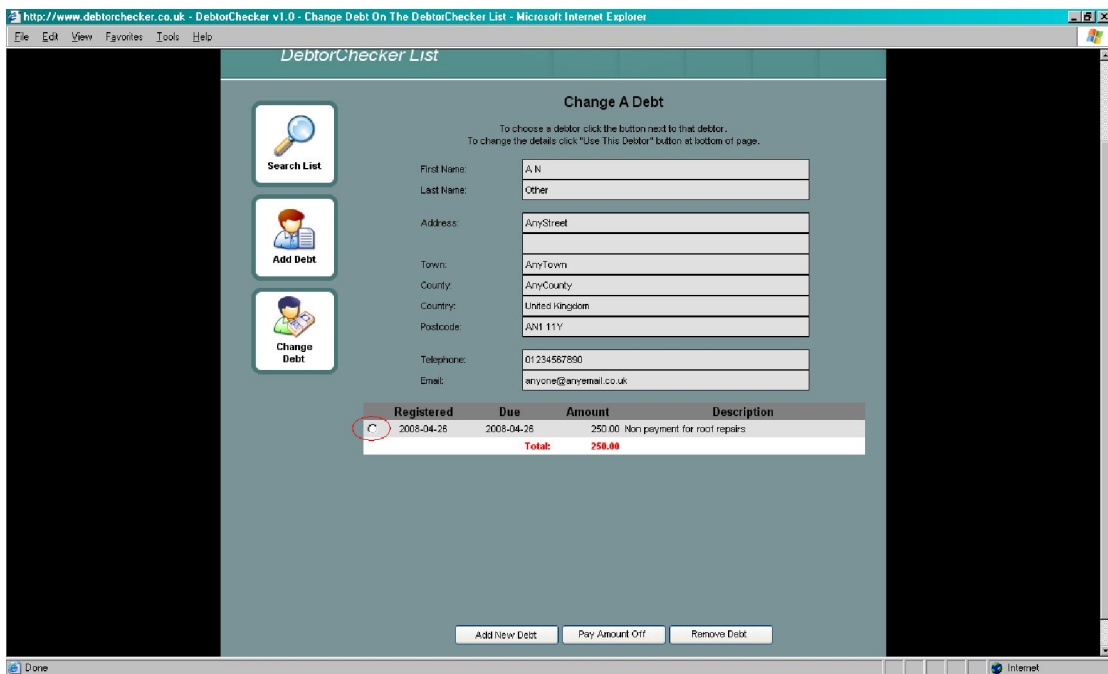
Click the “Change Debt” button on the left of the screen and enter the details of the debtor whose debt you want to record a part payment for. See the following screen shot.



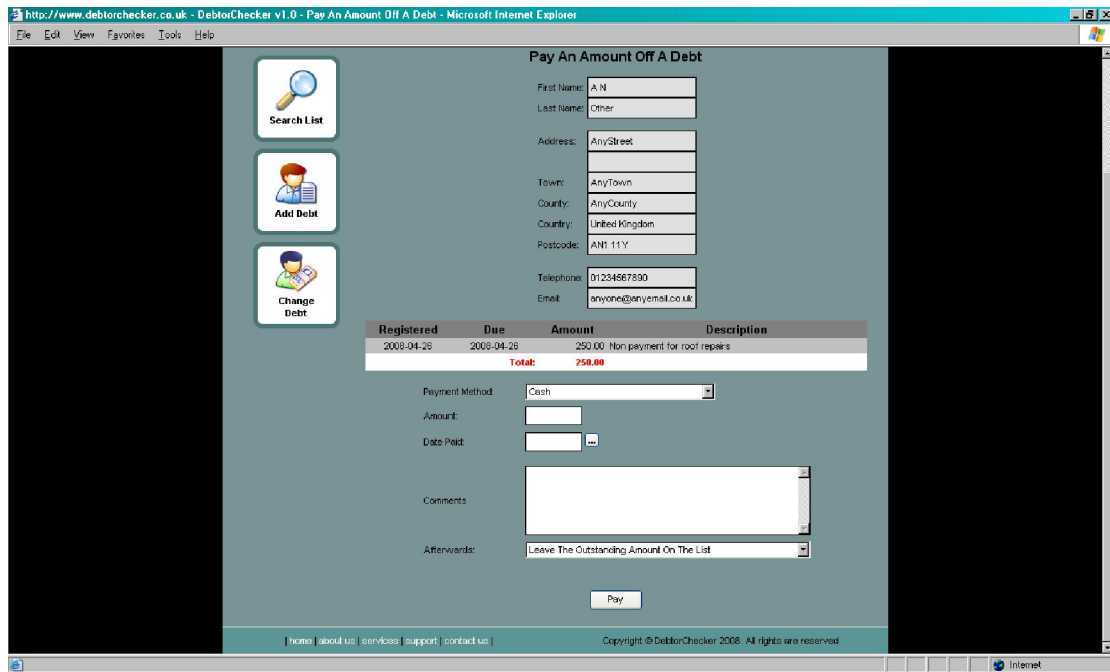
Confirm that the search results have returned the debtor you were looking for by clicking the radio button (circled in red) to the left of the debtor’s details as in the following screen shot.



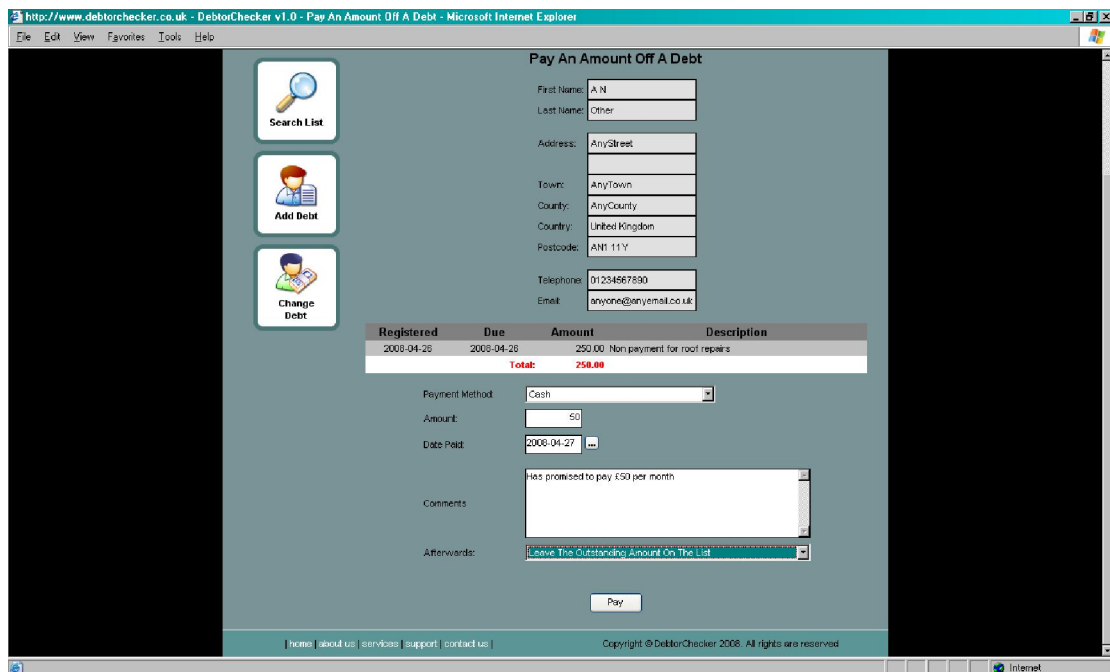
Click the “Use This Debtor” button to take you to the following page and click the radio button (circled in red on the screen shot) to the left of the debt you want to adjust.



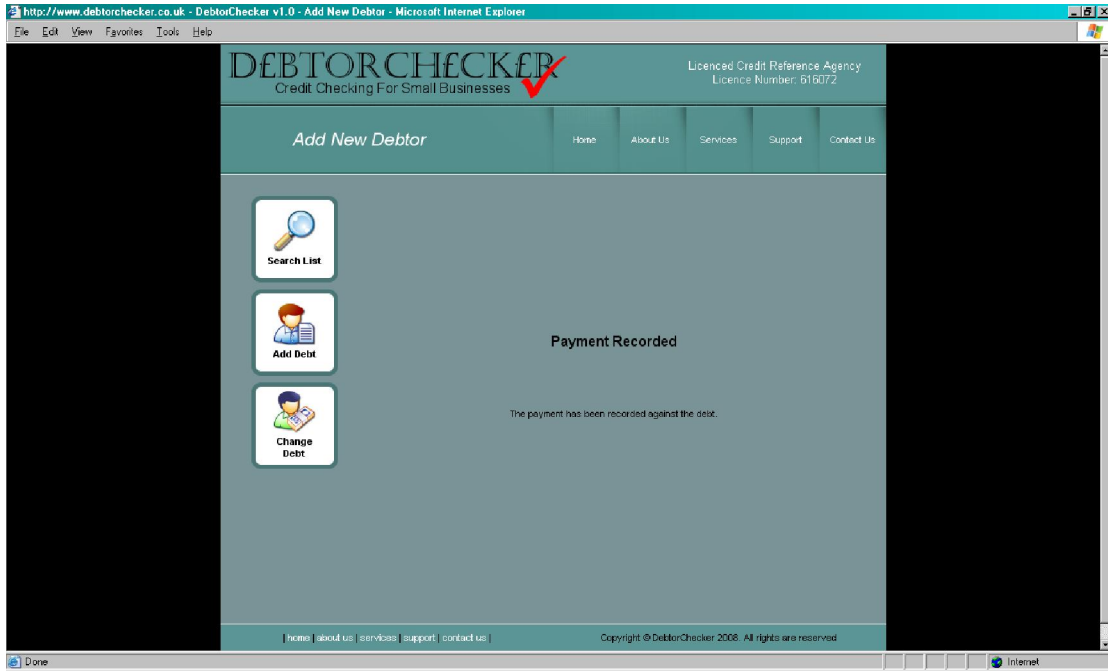
Click the “Pay Amount Off” debt to take you to the following screen shot.



Enter the part payment as in the following screen shot. Make sure the last drop down box says “Leave The Outstanding Amount On The List”



When you are happy, click the “Pay” button and your part payment will be recorded on the debt and you will be taken to the following screen shot to that confirms the payment.



Your part payment is now complete.