FDR for Paying Ministers Housing Allowance

1. Starting from your Project Manager Dashboard, press "Tickets" on the left side of the page.
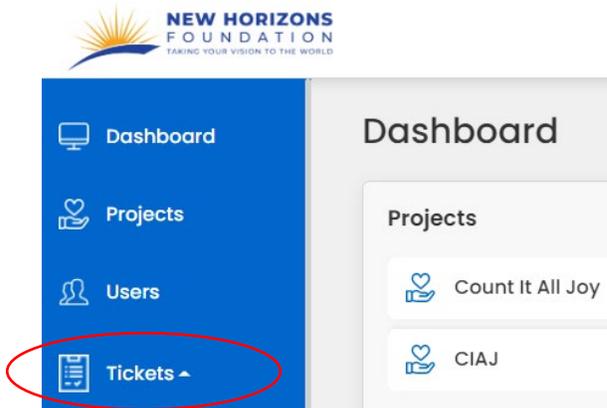
2. The "Tickets" button will provide a drop-down menu. Press "FDR Forms" from the list.

3. Press the blue "+ Add Form" button.
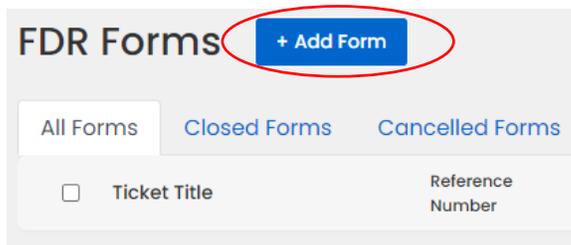
4. Press the "Form Type" box. A drop-down menu will appear. Scroll down to see the "FDR for Paying Ministers Housing Allowance." Press this option.
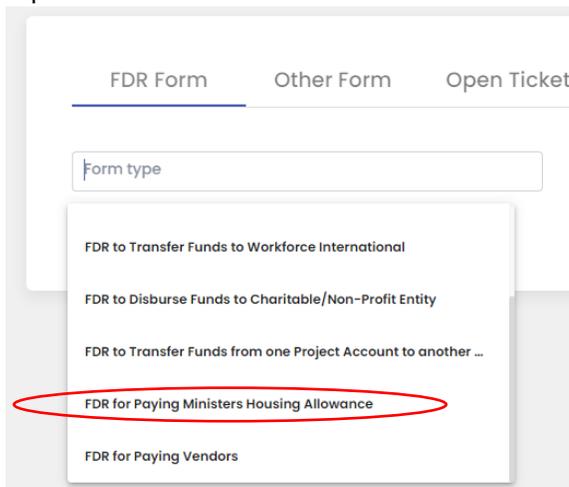
5. Now that you are on the correct form, fill out the "Project Details."
6. Fill out the "Minister's Contact Details."
   - For the "Payable To" line, you will write, "JTTW—your name"
   - For the "Mailing Address, Country Code, Phone Number, and Email Address" sections, please enter your information.
7. Check whether your bank information is on file. If "No," a new form will appear. Fill out this form with your bank information.
   - If we have paid you through our MHA program before, and nothing has changed, then you will select, "yes".
8. Press "Next."
9. In the "Breakdown of Request" form, enter the amount and whether this amount will be recurring. If "Yes," a dropdown will appear where you will:
   - Enter the recurring amount
   - Select Monthly.
   - Select the starting month.
   - Choose of you would like to be paid the 1st or 15th of each month.
10. Press "Next."
11. Press next make sure all the information is correct.
12. Add any additional comments or instructions if necessary.
13. Type your name, substituting for a signature.
14. Press "Submit."