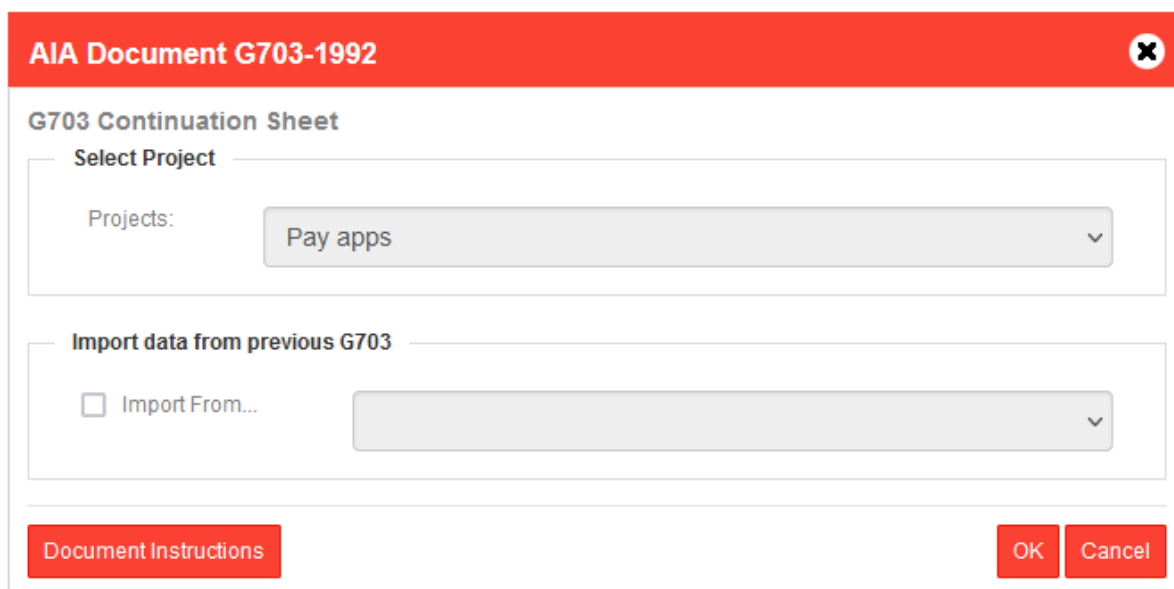


Get paid on time! How to fill out a payment application

Getting paid on time is critical for your business. To ensure timely payments, it's important that your application is accurate and complete. With that in mind, please follow these key steps when completing the [AIA Payment Application, G702-1992](#):

Start with the Continuation Sheet

Below is the Pop-up box that you will see when you create your first Continuation Sheet:



The image shows a pop-up window titled "AIA Document G703-1992" with a close button (X) in the top right corner. The window contains the following elements:

- G703 Continuation Sheet** (Section Header)
- Select Project** (Section Header)
- Projects:** A dropdown menu with "Pay apps" selected.
- Import data from previous G703** (Section Header)
- Import From...** (Checkbox and dropdown menu)
- Document Instructions** (Red button)
- OK** (Red button)
- Cancel** (Red button)

Create your Continuation Sheet as a first step. This will be G703 or a similar variation. Fill out each column for each row, representing a line item of work. Some areas are automatically calculated for you, such as Column G (Total Completed and Stored to Date), which adds up Columns D, E, and F for you.

****New!*** You can now enter a percentage in G703 Column G and the dollar amount will be automatically calculated in Column C. (Work Completed – This Period).

What about retainage?

You can enter retainage in Column I for each line item. If you have a fixed rate (where it is the same percentage for each line item), you may want to leave this blank and fill out G702 Lines 5A and/or 5B, where it will calculate for you.

What about Change Orders?

You can list each change order as a line item of work on G703, just as you would with any other line item. Then when you come to G702, you fill out the “Change Order Summary.”

Filling out the Payment Application

Pop-up box that you will see when you create your first Payment Application is shown below

The screenshot shows a red header bar with the text "AIA Document G702-1992" and a close button (X) in the top right corner. Below the header, the title "G702 Application and Certificate for Payment" is displayed. The form contains several sections:

- Retainage Rate:** A section with a radio button selected for "Fixed Rate" and "Variable Rate" unselected.
- Select Project:** A section with a dropdown menu labeled "Projects:" showing "Pay apps".
- Import data from previous G702:** A section with an unchecked checkbox "Import From..." and an empty dropdown menu.
- Import data from previous G703:** A section with a checked checkbox "Import From..." and a dropdown menu showing "G703-1992 - Form Draft - 001".

At the bottom of the form, there are three buttons: "Document Instructions" (red), "OK" (red), and "Cancel" (red).

When you build your pay application (G702 or a similar variation), you can pull from the continuation sheet into the pay app. You do this in the pop-up box that displays as you’re creating the form. You can also choose “Fixed” or “Variable” for retainage, and that will affect how retainage is displayed within the form itself.

Subsequent billings

When your next billing period arrives, follow the same steps outlined above. You’re now able to pull data from the previous pay period as you create your new billing sheets.

The pop-up box that you will see when you create your second Continuation Sheet is shown below:

AIA Document G703-1992 ✕

G703 Continuation Sheet

Select Project

Projects:

Import data from previous G703

Import From...

[Document Instructions](#) [OK](#) [Cancel](#)

The pop-up box that you will see when you create your second Payment Application is shown below:

AIA Document G702-1992 ✕

G702 Application and Certificate for Payment

Retainage Rate

Fixed Rate Variable Rate

Select Project

Projects:

Import data from previous G702

Import From...

Import data from previous G703

Import From...

[Document Instructions](#) [OK](#) [Cancel](#)

For more detailed information, please see the following resources:

[FAQs: Application and Certificate for Payment forms, used also for final payment](#)

[Completing payment applications in the online service](#)

For document related questions, contact:

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