

PRINT Instructions for Setting Up Reoccurring Preschool Tuition Payments with Bank Draft

1. From the Preschool website page: Click on link on LINK to access “**Reoccurring Monthly Pmts**”
2. Click on “**First Time?**”
3. Fill out all lines except “Envelope Number” (leave blank). Your user name will be your email address. You will choose a password...type it in again...then Click “**SUBMIT**”
4. You will open to a screen that says Welcome John Doe. You will then **CLICK “Scheduled Giving”** **If you are going to use a checking account bank draft, click on the picture of the CHECK in upper right corner.**
5. You will then see a form that must be filled out. Below is the screen “shot”

The first Blank Field is **Amount on the check.** This is the amount of the Monthly Tuition Due.

Use this schedule to discover your correct monthly amount.

One child-3 yrs old **\$80**.....One child 4 yrs old **\$100**

Two children-3 yrs **\$150**.... Two children 4 yrs **\$190**

Two children- one in each grade.... **\$170**

6. **Fill in Routing Number & Account Number, then go to “Recurring Payment Schedule.**
7. Choose Frequency from Drop Down = 1st of the month...
8. Next you will choose “**9**” from the drop-down menu (how many donations/pmts)
9. The Start Date will be **9/1/2017** (thus, last payment will be May 1, 2018)
10. Type Name of your bank (example TD Bank)
11. Choose type of account from drop-down: **Checking or Savings. Fill in Amount again.**
12. Then click “Activate Schedule”
13. **YOU ARE DONE!** Just close out.

John Doe
999 Main St. ([Change](#))
Boyertown, Pennsylvania 19512

July 21, 2017

Saint Columbkil Church

80.00

Eighty—x/100

Preschool Monthly Reoccurring Pmts

123456789 5555566677788 Virtual

Routing # Account #

Recurring Payment Schedule

Frequency:

Installments : « how many donations?

Start Date:

Checking Account Information

Bank /

Name & State:

Account Type:

By clicking on the Authorize button below, I authorize Saint Columbkil Church to initiate recurring electronic debits to my bank account in the amount of \$ for the schedule determined above.



[Activate Schedule](#)