

PRINT Instructions for Setting Up Reoccurring Preschool Tuition Payments Credit/Debit Cards

1. From Preschool Webpage: 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”**
5. You will then see a form that must be filled out. Below is the screen “shot”
*The first Blank Field is **Amount**. This is the amount of the Monthly Tuition Due.
Use this schedule to calculate 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. Next you will choose “9” from the drop-down menu (how many donation/installments)
7. The Start Date will be **9/1/2017** (thus, last payment will be May 1, 2018)
8. Fill out Debit/Credit Card Information & Card Holder Information
9. Then click “Activate Schedule”
10. YOU ARE DONE! Just close out.

Choose a Fund:

Frequency:

Amount:

Installments:
 « how many donations?

Start Date:

Card Information

Card Type:

Card Number:

Card Expiration: / (month / year)

Card Holder Information

Name on Card:

Street Address:

Zip Code:

Activate Schedule