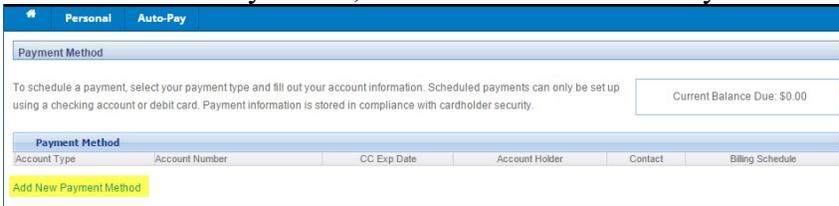


## Setting Up Recurring Payments

1. From the Home screen, click on the Auto Pay tile.



2. On the Auto Pay screen, click on the “Add New Payment Method” link.



*Note: Only checking accounts or debit cards can be used to set up recurring payments.*

3. Enter the payer’s first and last name in the appropriate fields.
4. The address and phone number fields will be automatically filled with information the school has on file. If any of the information is incorrect for the payer listed, the fields can be updated.

**Add New Auto Payment Method**

Account Holder:

Account Address:

Account City:

Account State:

Account Zip:  5 digits(ex: #####)

Holder Email:

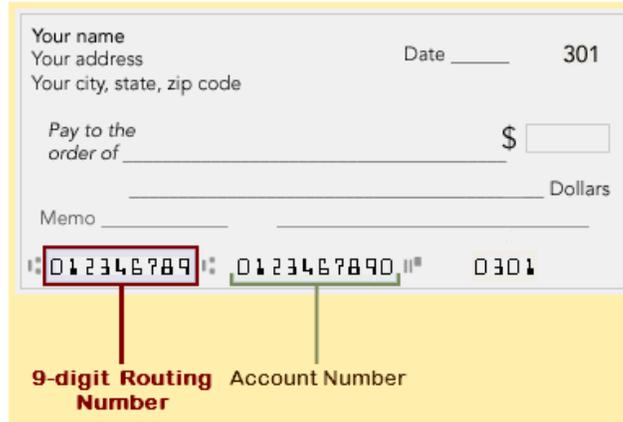
Phone Number:  10 digits(ex: ###-###-####)

Payment Type:

5. In Payment Type drop-down, select either Checking Account or Debit Card.

**For Checking Accounts:**

6. Complete the routing number and bank account information for your checking account and enter your driver’s license number.



Routing Number:

Bank Account Number:

Confirm Bank Account Number:

Driver's License #:

Driver's License Issuing State:

For Debit Cards:

7. From the Credit Card Type drop-down, select the appropriate debit card type. Enter the card number and expiration date.

**Credit/Debit Card Information**

Credit Card Type:

Credit Card Number:

Expiration Date:

**All Payment Types – Continue:**

8. The recurring payment will be processed on a weekly basis.

Recurring:

Recurring Amount:  *Enter a fixed amount or 100% if balances due is desired*

First Payment Date:

**May 2021**

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

By registering this payment method, you accept the terms of service (including but not limited to tuition, late pick up, and return check fees). Reminder

9. If you are the primary guardian on the account, you have the option of paying the balance due each week by entering 100% in the Recurring Amount field blank. If you would prefer to pay a fixed amount each week or are the second guardian or contact, enter the amount to be paid each week in the Recurring Amount field.
10. Select a date in the future to begin your recurring payment. **Please note that all recurring payments must be set up on a Monday.**
11. As a payer, you must accept the terms and conditions for recurring payments.

By registering this payment method, you accept the terms of service detailed in your enrollment agreement (including but not limited to tuition, late pick up, and return check fees). Reminder: You are responsible for cancelling automated payments.

12. After reviewing for correctness, click SAVE.

Payment Method						
Account Type	Account Number	CC Exp Date	Account Holder	Contact	Billing Schedule	
<span style="color: green;">●</span> Checking Account	*****7890		Debbie Fajkus	familylink21333@gmail.com 1(585)794-3113	Weekly 100% of Balance	<a href="#">Deactivate</a> <a href="#">Change</a> <a href="#">Remove</a>

13. Your payment information has been saved. You will received an email on the beginning date with the status of your recurring payment.