

St Peter Chanel Preschool—e-Tuition Setup Instructions

** New e-Tuition Users**

Step 1—Create a Profile—Start at our Preschool website, click on e-Tuition button. Click on the button that says “Create Profile” on the right side of the screen.

A screenshot of a form titled "Create Profile". It contains the text "Enter a valid email address below. This will be used as your User ID." followed by two input fields: "Email Address:" and "Confirm Email Address:". A "Continue" button is at the bottom.

Step 2—Enter your email address and click Continue

Step 3—
Enter your profile information and click “Create Profile”

A screenshot of a form titled "Profile". It contains several input fields: "First Name: (required)", "Last Name: (required)", "Address 1: (required)", "Address 2:", "City: (required)", "State / Zip: (required)", "Phone Number:", "Email Address: (required)" (with "nonfamilynee@bellsouth.net" entered), "Enter Password: (required)", and "Re-Enter Password: (required)". A "Create Profile" button is at the bottom left. On the right, there are "Password requirements:" listed: "- Must be at least eight characters", "- Must include at least one letter and one number", "- Cannot be identical to your first name, last name or email address", "- Cannot be reused", "- Passwords are case sensitive". A "Return to our Home Page" link is at the top right.

Step 4—“Add Transaction” - click the “Add Transaction” button at the top of your payment screen. The payments screen will appear. Here you will be able to set up the first payment due April 23, 2019 and all your monthly payments. Please refer to your personalized letter for your tuition amount.

A screenshot of a payment setup screen. It has three sections: "St. Peter Chanel Preschool", "Other Payments", and "-First Tuition Payment:". Each section has fields for "Amount:", "Frequency:", "Start Date:", and "End Date:". The "Amount" field is set to "0.00". The "Frequency" field is a dropdown menu set to "Choose One". The "Start Date" field is set to "12/19/12". The "End Date" field is empty and labeled "(optional)".

Monthly 'Tuition Payments': enter the amount, change the frequency to “Monthly” and enter start date of 09/01/19 and end date of 04/01/20.

'First Tuition Payment': enter the amount, change the frequency to “One Time” and enter just a start date of 04/23/19.

CLICK CONTINUE—instructions continue on next page.

Step 5– Select your payment method.

Click on the drop down box and select “New Checking Account” or “New Savings Account” . You will be asked to enter your account routing number and account number. Enter these as requested and this information will be saved for future use.

OR:

NEW THIS YEAR: For your convenience, we are now able to accept Credit Cards for payment of tuition. However, we **require the processing fees to be paid in addition to the tuition amount.** The processing fees amount to approximately 3% of each payment amount. For example, a tuition payment of \$240 will have a fee of about \$7.20 per month. **Preschool families must check off the box ‘Optional: - Give additional 3.0% to help offset the processing fee’ for all credit card payments.**

Note the Payment Summary will give you a total of just 2 payments. The appropriate tuition amount will come out at separate times, based on the dates you entered.

Step 6– Confirmation Page.

A confirmation of the payments set up will appear. Same as step 5, the payment total will be for 2 payments, which will be drawn at different times based on your setup instructions. Monthly payments will be drawn on the date specified— or the next business day if it is a weekend. If your information changes throughout the year, you can re-enter the system and make modifications to the payment and/or the account information.

Questions or Concerns?

Contact Robin Scheiwe, our Office Assistant, at rscheiwe@stpeterchanel.org or 678-832-1248.