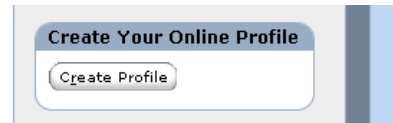


# St Peter Chanel Preschool—e-Tuition Setup Instructions

**Step 1**—Start at our Preschool website, click on e-Tuition button. Click on the button that says “Create Profile” OR “Log In” using your User Id and Password.



**\*If you have not already created a Profile, continue with Steps 2 and 3.**

**\*If you have logged in using your user id and password, skip to Step 4.**

**Step 2**—Enter your email address and click Continue

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

**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 your monthly payments. Please refer to your personalized letter for your tuition amount.

**St. Peter Chanel Preschool**

-Tuition Payments:	Amount:	<input type="text" value="0.00"/>
	Frequency:	Choose One
	Start Date:	12/19/12
	End Date:	<input type="text"/> (optional)

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**Other Payments**

-Registration:	Amount:	<input type="text" value="0.00"/>
	Frequency:	Choose One
	Start Date:	12/19/12
	End Date:	<input type="text"/> (optional)

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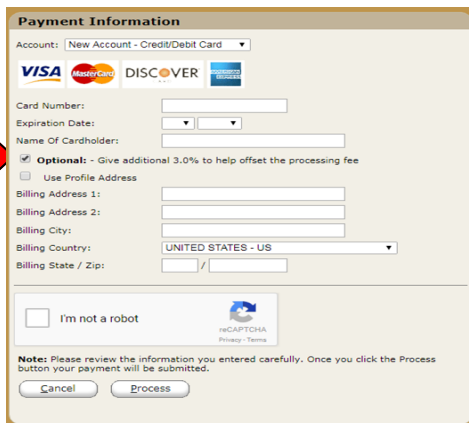
-First Tuition Payment:	Amount:	<input type="text" value="0.00"/>
	Frequency:	Choose One
	Start Date:	12/19/12
	End Date:	<input type="text"/> (optional)

**Tuition Payments:** enter the amount, change the frequency to “Monthly” and enter start date of 09/01/18 and end date of 04/01/19.

\*If you need to schedule your payments on a date other than the 1st, please let us know.

**Step 5**— Select your payment method.

Click on the drop down box and select “New Checking Account” or “New Savings Account” OR Select an account that has already been setup. For new accounts, 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.



**Payment Information**

Account: New Account - Credit/Debit Card

VISA MasterCard DISCOVER American Express

Card Number:

Expiration Date:

Name Of Cardholder:

**Optional:** - Give additional 3.0% to help offset the processing fee

Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing Country: UNITED STATES - US

Billing State / Zip:

I'm not a robot

reCAPTCHA

Note: Please review the information you entered carefully. Once you click the Process button your payment will be submitted.

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.**

(Continued on next page)

**Step 6**– Confirmation Page.

A confirmation of the payments set up will appear. 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](mailto:rscheiwe@stpeterchanel.org) or 678-832-1248.