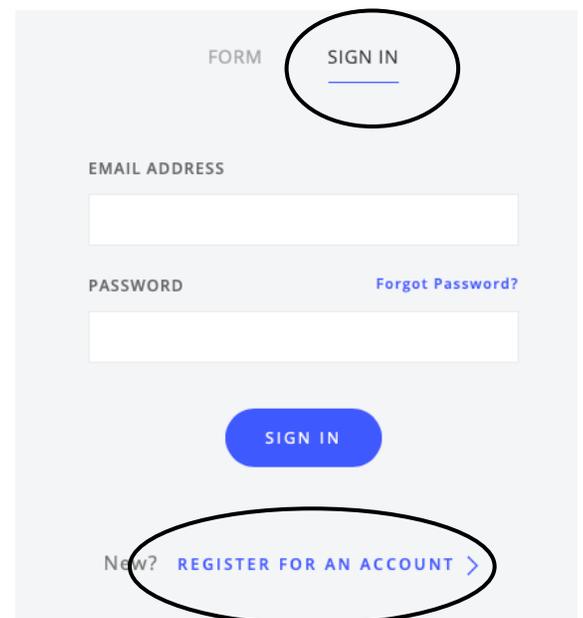
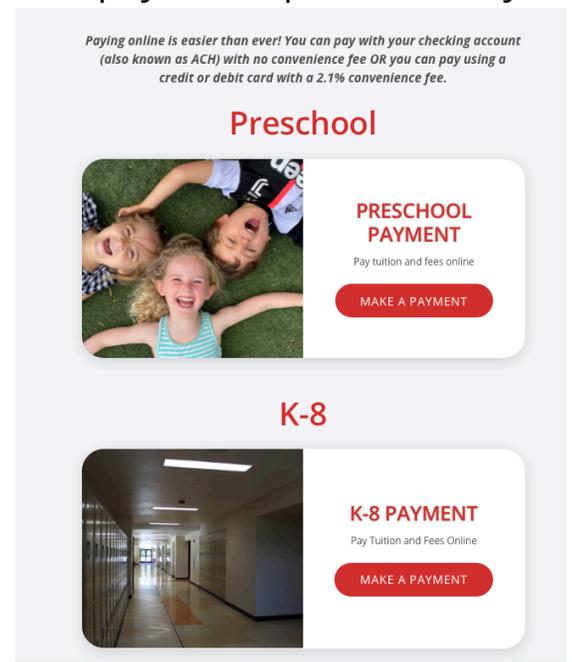




Guide for School & Preschool Payments

REGISTER FOR AN ACCOUNT

- Go to <https://lutheranschool.org/payments>. Each payment option will let you pay using either your checking account or a Credit/Debit card.
 - ACH (Checking Account):** Transactions which will require your bank account information. There is no convenience fee for this type of payment.
 - Credit/Debit Card:** Transactions will require your debit or credit card number. There is a 2.1% convenience fee for this that goes directly to the credit/debit card processor (not to Christ Lutheran School).
- Click "Sign In" and navigate down to "Register for an Account." All those making a payment will need to create an account for this new system.
- After registering for the account and making a payment, you will be able to view your past transaction history, change reoccurring payments, etc.





Guide for School & Preschool Payments

K-8: MAKE YOUR FIRST TUITION PAYMENT

1. The first tuition payment is due July 20th and is late after July 31st. This is the only payment that should be made this first month if you desire to have 11 recurring payments.
2. After filling in the necessary information about your student and your personal contact information, navigate to "I want to..." and select "Pay tuition." Insert the balance of the statement that was sent to you by Christ Lutheran. This will be your reoccurring tuition payment for the 2020-2021 school year.
3. If you would like to have this tuition payment be recurring, check the box located under "Tuition Payment."

A screenshot of the online payment form for Christ Lutheran School. The form is titled "Student Name 1" and includes fields for "FIRST NAME" and "LAST NAME". Below these fields is a link "ADD ANOTHER STUDENT". The "Parent Name" section is marked as "required" and includes fields for "FIRST NAME" and "LAST NAME". The "PARENT E-MAIL" section is also marked as "required" and contains the email address "johnsmith@anyurl.com". The "I WANT TO... (SELECT ALL THAT APPLY) required" section has four radio button options: "Pay tuition" (which is selected and circled in black), "Pay Exc. fee", "Make a gift to the school (tax deductible)", and "Other". The "PAY TUITION" section includes a text box for the amount, currently showing "\$ 0.00", which is also circled in black. Below the amount field is a checkbox for "Make one payment only". At the bottom of the form is a blue "SUBMIT" button. A note at the bottom of the form reads: "Please check your statement for the correct tuition balance you owe. If you are unsure of what you owe, please contact Kathy Garces at kgarces@christlamesa.org."



Guide for School & Preschool Payments

K-8: RECURRING TUITION PAYMENTS

1. In the "Payment Description" box, simply type "School Tuition."
2. For frequency, select monthly.
3. In the "How many payments" box, type in 11. There are 11 payments required to fulfill school tuition (July to May).
4. In the "Start Date" box, type 07/20/2020.
5. After submitting your payment information, click "Submit." You have successfully set up automatic payments for tuition.

Recurring Payment Details
You can edit your recurring payment anytime.

PAYMENT DESCRIPTION

FREQUENCY *required*
Monthly

HOW MANY PAYMENTS
11
Minimum of 2 payments , not to exceed 11 . Leave blank for an ongoing recurring payment.

START DATE *required*
07/20/2020

MAKING OTHER PAYMENTS DURING THE YEAR

1. Throughout the year, you may have other payments that you need to make for things like ESC, sports or Pizza Day. All of those payment options can be selected by using the checkboxes under the heading "I want to..."
 - a. To pay for things like sports fees or pizza day, select the "Other" box and make a notation for what you are paying for.

Parent Name *required*

FIRST NAME

LAST NAME

PARENT E-MAIL *required*
joh.smith@anyurl.com

I WANT TO... (SELECT ALL THAT APPLY) *required*

- Pay tuition
- Pay ESC fee
- Make a gift to the school (tax deductible)
- Other



Guide for School & Preschool Payments

PRESCHOOL: MAKE YOUR FIRST TUITION PAYMENT

1. The first tuition payment is due September 1st and is late after September 10th. This is the only payment that should be made this first month if you desire to have 10 recurring payments.
2. After filling in the necessary information about your student and your personal contact information, navigate to "I want to..." and select "Pay Tuition for 2020-2021." Insert the balance of the statement that was sent to you by Christ Lutheran. This will be your reoccurring tuition payment for the 2020-2021 school year.
3. If you would like to have this tuition payment be recurring, check the box located under "Tuition Payment."

A screenshot of a web form for making a tuition payment. The form is titled "Child Name 1" and has fields for "FIRST NAME" and "LAST NAME". Below these is a link "ADD ANOTHER CHILD". The "Parent Name" section is marked "required" and has fields for "FIRST NAME" and "LAST NAME". The "PARENT E-MAIL" section is marked "required" and has a text input field containing "johnsmith@anyurl.com". The "I WANT TO... (SELECT ALL THAT APPLY)" section is marked "required" and has four checkboxes: "Pay Tuition for 2020-2021", "Pay for Summer Program", "Pay for Summer Program", and "Make a Gift to the Preschool (Tax Deductible)". The "Pay Tuition for 2020-2021" checkbox is circled in black.

PRESCHOOL: RECURRING TUITION PAYMENTS

1. In the "Payment Description" box, simply type "Preschool Tuition."
2. For frequency, select monthly.
3. In the "How many payments" box, type in 10. There are 10 payments required to fulfill school tuition (September to June).
4. In the "Start Date" box, select September 1, 2020.
5. After submitting your payment information, click "Submit." You have successfully set up automatic payments for tuition.