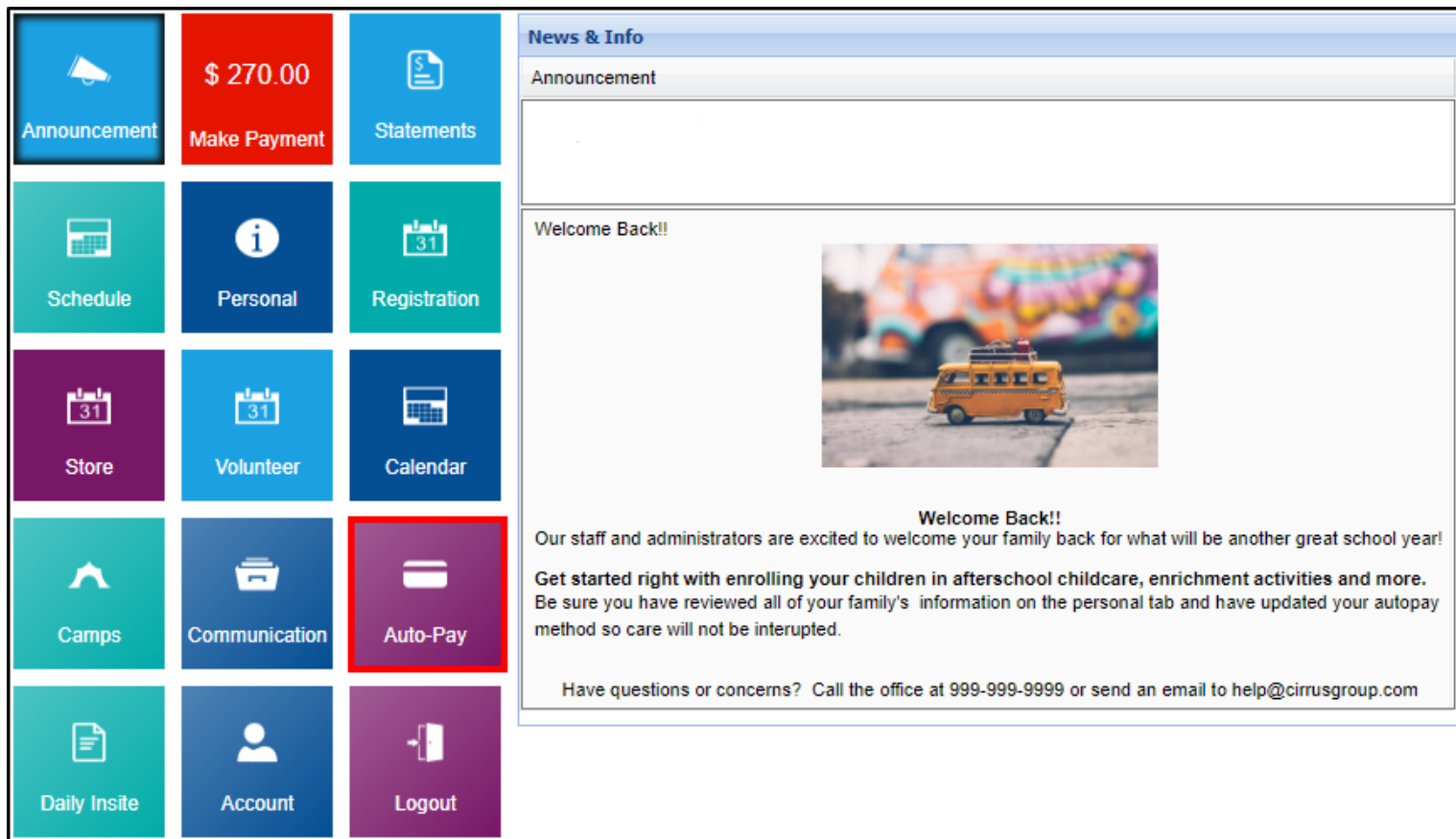


Parent Portal - Auto-Pay

Last Modified on 12/04/2018 10:00 am EST

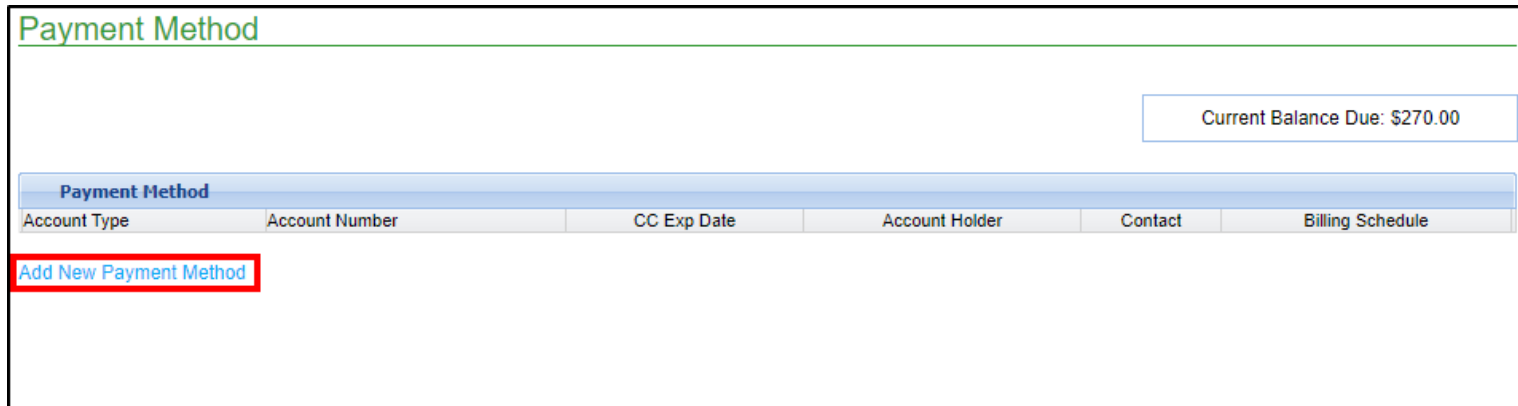
Auto-Pay allows a parent to enter payment information into the system and have their card automatically charged for fees

1. To add an auto-payment method, click the Auto-Pay tile from the home screen



(//dyzz9obi78pm5.cloudfront.net/app/image/id/5bd21e8e6e121cd4043d1eb8/n/1540497036779.png)

2. On the Payment Method screen, it will display the current balance, any current payment methods setup, and allow for a new payment method to be added. Click Add New Payment Method



Payment Method

Current Balance Due: \$270.00

Payment Method					
Account Type	Account Number	CC Exp Date	Account Holder	Contact	Billing Schedule
Add New Payment Method					

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3. Once the Add New Payment Method screen appears, complete the necessary information.

Please Note: Information added into this section can be edited or deleted as needed, if the center has this option enabled

- Name, address, email, phone number
- Credit/Debit Card Information

4. Once the information is entered, click Save