

PAYMENT DIRECTIONS REFERENCE SHEET

Paying \$3,478.00 for 1617 Renewal submission

Family (\$2335): \$2335.00
Grades 1-7: \$1143.00

1. =====> Pay this amount 1. use arrow to select number of credit card payments. You will then get to choose starting date of payment.

2. Payment Method Credit Cd Bill to my account 2. Gray highlighted method is one chosen to choose "Bill to my account" move cursor to it and click. It should then be highlighted in gray.

Convenience Fee Include Don't Include choose to include if you want to donate the amount the Temple must pay to process your credit card
\$104.18 [What's this?](#)

Total \$3582.18

3. =====> 3. click on this when done

A. Credit Card – choose if you want to pay now via credit card or set up a payment schedule AND if you do not have any outstanding dues or fees owed, AND if you are not applying for dues relief. Follow directions on diagram above.

B. Bill to My Account – choose if you want to send in checks or you want to pay by credit card at a later time OR if you have any outstanding dues or fees owed and want to combine these outstanding payments due with paying for your new dues and fees (see directions under C below for how to combine, and/or if you are applying for Dues Relief (see directions under D below). Follow directions for “2” on diagram above to select.

Automatic payment schedules cannot be set up unless you pay by credit card. Please either submit individual credit card payments or send in checks made out to "Temple Beth Am" for the remainder due so that 25% of total due is paid by 8/15/16; 50% by 11/15/16, 75% by 2/15/17 and 100% by 5/15/17. You will receive monthly statements until 100% of your balance is paid.

C. Combining past amounts due with new amounts due:

1. Select “Bill to my Account” for payment method (see directions above) and follow the directions on the next screens for registering any children in religious school.

2. Click on the gray bar near the top of the screen if it says “My Account”. If you see "Welcome *your name*" instead, click on the down arrow to the right of your name and then click on "My Account".

3. You should see all outstanding charges for your account - including amounts not yet paid from 2015/16 and also the new charges for 2016/17. Unless one of the payments is for a charge that is not due until 7/1/17 or later, leave all charges checked. You will see the total amount due.

4. Follow the directions on the diagram on top and on the following screens to set up credit card payment(s).

D. Dues Relief Directions

If you are applying for dues relief - select "Bill to my Account"(see directions under B above.) Once you are notified that dues relief was applied to your account (reducing total due), sign on and arrange for credit card payments or send in checks.