Using Electronic Funds Transfer (EFT) to make payments for St. Croix Catholic School Tuition and Other Expenses

Go to <u>www.stcroixcatholic.org</u>

Quick Links drop down is found in the Top Right Side of the home page

Choose Make a Payment



Then Choose Make a Tuition Payment

Online Payment		
		Return to our Home Par
Payments		Log In 📷
Use this screen for Tuit If you are choosing withdrawn each more	on Payments only. Registration fees can be paid using the Fees link. a recurring monthly payment please enter the amount that should be the and NOT the annual totion amount.	Email Address:
K-8 Tutton:	Residual Family same	Log In
Ark of Angela:	0.00 - Required: family name	Password?
Total: 80.00		Create Your Online Profile
Payment Prequency:	(Oxcee Ore 💌 (About recurring seuments)	Cpeate Profile
Payment Start Date: Payment End Date: (o	ptional) montality E	

If you have not used this method of payment before, you will want to begin by creating an online profile. This will allow you to log-in using a secure password and to see your payment history at any time. Choose *Create Your Online Profile* and complete the following two screens:



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St. Croi	x Catholic Sch	iool	
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Online Payment			
			Return to our Home Page
Profile			
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Last Name: (required)			
Address 1: (resured)			
Address 2:			
City: (required)			
City: (required) State / Zip: (required)			
City: (required) State / Zip: (required) Phone Number:			
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City: (required) State / Zip: (required) Phone Number: Email Address: (required)	dpolley@ittocs.com	requirements:	
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City: (required) State / Zip: (required) Phone Number: Email Address: (required) Enter Password: (required) Re-Enter Password: (required)	(dolley@stocs.com) Pastover/ - Hout bri - Cannot - Passwo - Passwo - Passwo - Passwo	requirements: at least sight characters Jude at least one there and one numb be identical to your first name, lest na be reused vis are case sensitive	er me or email address

When completed, you will return to the tuition payment screen: Enter the amount of your single payment or your monthly payment amount. You must also include a student or student's names *(example: John, Mary, Joe Jones)*.

On the lower part of the screen choose a payment frequency of one time or monthly. For monthly payments, enter a start date **and** an end date (*for example 8/15/13 and 5/15/14*). For a one-time payment you will only enter a payment start date.

St. Croix Catholic School				
		Summary F	rofile Log Off	
			Diane Polle	
line Payment				
		<u>Be</u>	urn to our Home Page	
Payments				
K-8 Tuition:	0.00			
Required: Student's n	ame(s)			
Ark of Angels:	0.00 •			
Required: Student's n	ame(s)			
Ark of Angels Summer Sessio	in: 0.00 •			
Required: Student's n	ame(s)			
Total:	\$0.00			
Payment Frequency:	Choose One 🧭 (About recurring payments)			
	Choose One			
Payment Start Date:	wild in the second second			

The next screen will ask for your checking/savings account information:

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	Summary	Profile	Log Off	
			Diane Polle	
Online Payment				
		Return to our	Home Page	
Designed Information				
Payment Information	Payment	Payment Summary		
Account: New Account - Checking	Total Paym	ent:	\$100.00	
Routing Number:	K-8 Tulbon -	Joe Smith	100.00	
Account Number:	Payment Fre	quency: C	Ine Time	
Jee Smith 1234 1234 Anystreet Court	Payment Sta	rt Date:	05/27/11	
Anycity, AA 12345	Edit			
Colars		_		
Bank Anywhere				

You can now complete your transaction.

Note that under the Make a Payment tab you can also make payments into lunch accounts, pay other fees such as CKC or sports, or make a donation to several different causes such as Marathon or the Technology Fund. For each category of payment; however, if you are setting up a profile it will be necessary to do it for each separate category.