

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

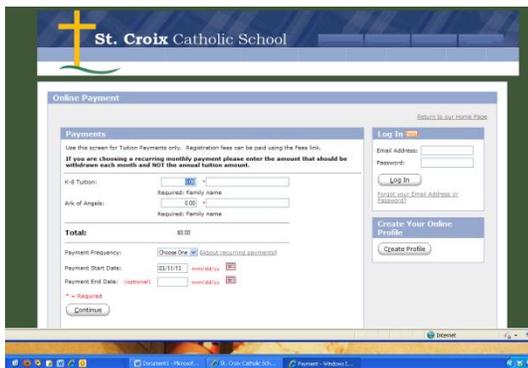
Go to www.stcroixcatholic.org

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

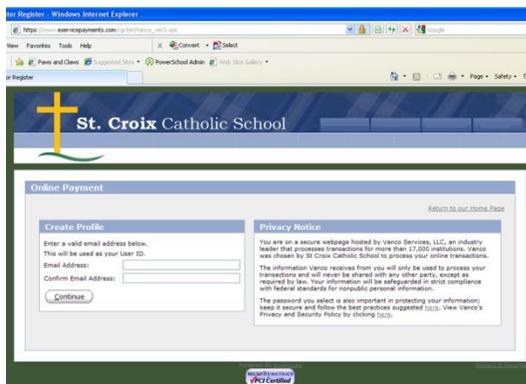
Choose Make a Payment



Then Choose Make a Tuition Payment



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:



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.

The screenshot shows the 'Online Payment' interface for St. Croix Catholic School. The user is logged in as 'Diane Polley'. The 'Payments' section includes input fields for 'K-8 Tuition', 'Ark of Angels', and 'Ark of Angels Summer Session', each with a 'Required: Student's name(s)' field. The 'Total' is displayed as '\$0.00'. Below this, there are options for 'Payment Frequency' (One Time or Monthly) and 'Payment Start Date' (mm/dd/yy). A 'Payment End Date' field is also present, marked as optional. A legend indicates that '*' denotes required fields.

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

The screenshot shows the 'Online Payment' interface for St. Croix Catholic School. The user is logged in as 'Diane Polley'. The 'Payment Information' section includes a dropdown for 'Account' (New Account - Oracle), fields for 'Routing Number' and 'Account Number', and a 'Bank Anywhere' section with a sample routing and account number. The 'Payment Summary' section shows a 'Total Payment' of '\$100.00' for 'K-8 Tuition - Joe Smith', with a 'Payment Frequency' of 'One Time' and a 'Payment Start Date' of '05/27/11'. An 'Edit' button is located below the summary. A note at the bottom states: 'Please review the information you entered carefully. Once you click the Process button your payment will be submitted and you will have authorized this organization to debit money from your account.' Buttons for 'Cancel' and 'Process' are at the bottom.

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.