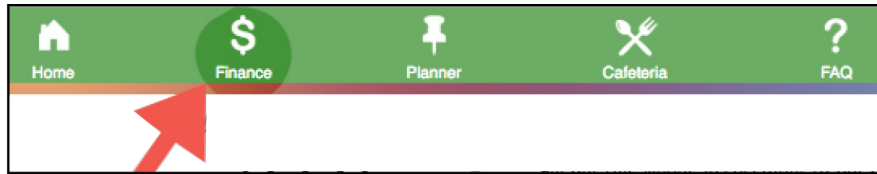


How To Schedule Automatic Payments

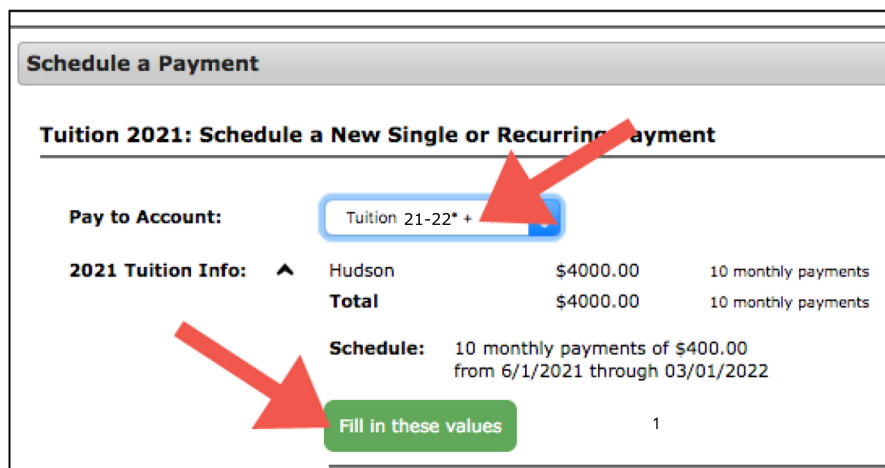
- Click **Finance** (shown below)



- Click **Schedule a Payment**

For Tuition: (shown below)

- Under **Pay to Account** select **Tuition** for the appropriate school year
- The tuition schedule will appear for you to review
- Click **Fill in these values**



Schedule a Payment

Tuition 2021: Schedule a New Single or Recurring Payment

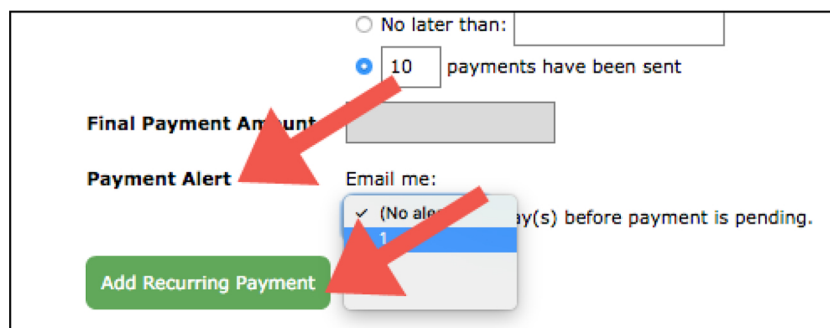
Pay to Account: Tuition 21-22* +

2021 Tuition Info			
Hudson	\$4000.00	10 monthly payments	
Total	\$4000.00	10 monthly payments	

Schedule: 10 monthly payments of \$400.00 from 6/1/2021 through 03/01/2022

Fill in these values

- Review the form and select when you would like a **Payment Alert** email
- Click **Add Recurring Payment** (shown below) and your setup is complete!



☐ No later than:

☒ 10 payments have been sent

Final Payment Amount

Payment Alert Email me: ☒ (No alert) 1 day(s) before payment is pending.

Add Recurring Payment

I'm setting up my scheduled payments after my first payment was due. What do I do?



- Click **Make a Payment** and submit a payment for the first installment.
- Go to **Schedule a Payment** and follow the steps above. Make sure to change the number of payments to one less than suggested (because you just paid the first installment) and click **Add Recurring Payment**.

For all other accounts such as Lunch or Extended Care:

- Simply fill out the **Schedule a Payment** form and click **Add Recurring Payment**