

St Peter Chanel Preschool—e-Tuition Setup Instructions
 ** For Families who used e-Tuition for 2011-2012 **

Step 1—Log into the e-Tuition System. Use your email address and the password that you received last year upon creation of your profile. Click Log In and you will be taken to your payments screen. (If you forgot your password, click on the link at the bottom of the login section and a new, temporary password will be sent to your email on file) (If you do not know which email you used for this year’s payments, contact the Preschool Office)

Step 2—“Add Transaction” - click the “Add Transaction” button at the top of your payment screen. The payments screen will appear. Here you will be able to set up for the first payment which is for May 2013 and for all your monthly payments. Please refer to your personalized letter for your tuition amount.

Monthly Payments: enter the amount, change the frequency to “Monthly” and enter start date of 09/01/12 and end date of 04/01/13.

First Tuition Payment/May 2013: enter the amount, change the frequency to “One Time” and enter just a start date of 04/16/2012

Step 3— Select your payment method. Click on the drop down box and your previous account will be listed. You can simply select the appropriate account and click “Process”.

Note the Payment Summary will give you a total of just 2 payments. The amount will come out at separate times, based on the dates you entered.

CLICK CONTINUE—instructions continue on reverse page.

Step 4– Confirmation Page.

A confirmation of the payments set up will appear. Same as step 3, the payment total will be for 2 payments, which will be drawn at different times based on your setup instructions. Monthly payments will be drawn on the date specified— or the next business day if it is a weekend. If your information changes throughout the year, you can re-enter the system and make modifications to the payment and/or the account information.

Questions or Concerns?

Contact Christy Nee, our Office Assistant, at cnee@stpeterchanel.org or 678-832-1248.