



## HOW TO PAY CHILDREN'S CIRCLE TUITION ON-LINE

You may pay your Children's Circle Nursery School tuition on-line – by either making one payment at a time, or by setting up a monthly recurring payment on our website, [www.childrencirclenurseryschool.org](http://www.childrencirclenurseryschool.org)

First, click on the link “Click here to pay tuition on line.”

On the right side of the page, in the “New Members” box, click on “Create Profile.”

Enter your e-mail address and click “Continue.”

Fill in your name, address, phone number, and a password of your choice.

To set up a tuition payment, click on “Add transaction.”

You will note that the church uses this on-line payment system for many of its programs and contributions. For your tuition payments, please enter the amount in the “Children's Circle Tuition” line; if you wish, you may include a note in the memo field to the right of the amount.

At the bottom, indicate whether it is a one-time payment or a recurring transaction. If you are setting up recurring monthly payments, please schedule them for the 1st of each month, with an ending date of May 1st.

You may also send an email to [congochurch@comcast.net](mailto:congochurch@comcast.net) if you wish to clarify anything further about your payment.

On the next screen, you will be asked for your Bank Routing Number and checking account number, as shown at the bottom of your checks.

Click “Process” to set up the transaction.

Note that, if necessary, you may log on to your account and cancel your scheduled transactions as long as you do so at least a few days before the scheduled date.

Your tuition payment will be deducted from your bank account and electronically deposited into the Children's Circle bank account. It's convenient, efficient, and entirely paperless. You will receive an automatic confirmation via email. Again, if you have any questions, please feel free to email the office.