



Pay Tuition and Fees Online

We are pleased to introduce **School Name** new online payment system offered through Compuwerx. This is a secure site for handling financial transactions. You may pay tuition & fees through this system. Links to the site can be found on the **School Name** website at www.school.org.

New users must first register with the system using their student's ID number. Families must create an account (i.e., register) for each of their students, but will then have the option of linking their students' accounts. Linking student accounts is done under "Settings" and allows a user to go from one account to another without logging in to each account separately. Since all accounting is done by student rather than families, separate payments must be made for each student account.

Families can make one time payments under "Make a Payment" or setup recurring payments under "Manage Auto-Pay." It is advised that if making monthly or quarterly payments, that the auto-pay option is used to assure timely payments. Families are reminded that the school is dependent on payment of tuition.

Under "Make a Payment" you have the option of paying with a credit card or echeck. There is a **\$xx** charge for each credit card transaction to cover the service charges to us. There is no additional charge for an echeck transaction. You may save your credit card/account information for future payments. Please note that the information is not saved until the transaction is completed.

Under "Manage Auto-Pay" you may set up auto-payments and view your auto-payment schedule. The system allows you to choose start and end dates, payment day of the month, and frequency; every month or every 3 months for quarterly payments. In choosing your settings, **please remember that monthly payments start July 1 and are due the first of each month through April 1. Quarterly payments are due on July 1, October 1, June 1, and April 1. (Please modify it according to your school schedule)**

The system also allows you to "Manage Accounts" you have saved and view your "Payment History." The "Dashboard provides you with any notifications concerning your account, a quick look at recent payments, and upcoming scheduled payments. "Settings" will allow you to link your students accounts together, view/change your profile, change your password, and enable/disable automatic notifications. You will receive an email confirming all payments unless you disable this. Under "Help" you may send any questions concerning the use of the system to the service provider.

Thank you and please feel free to contact me if you have any questions.

Kind Regards,

your name