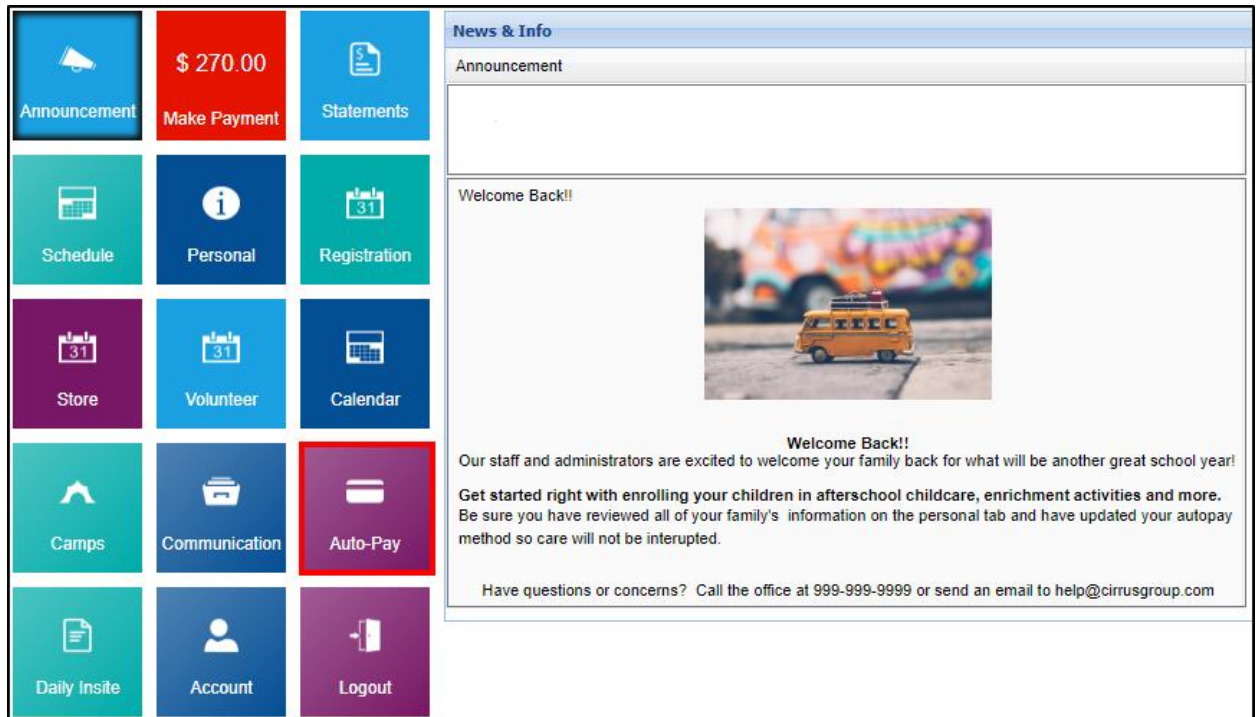


Parent Portal -Auto Pay

Auto-Pay allows a parent to enter payment information into the system and have their card automatically charged for fees

1. To add an auto-payment method, click the Auto-Pay tile from the home screen



2. On the Payment Method screen, it will display the current balance, any current payment methods set up, and allow for a new payment method to be added. Click Add New Payment Method
3. Once the Add New Payment Method screen appears, complete the necessary information. **Please Note:** Information added to this section can be edited or deleted as needed if the center has this option enabled
 - a. Name, address, email, phone number
 - b. Credit/Debit Card Information
4. Once the information is entered, click Save