

### **For all parents paying St. Christopher School Tuition via Credit Card for 2020-2021:**

1. Go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=102844>
2. A login screen will appear.
  - a. If you have already set up your parish profile, use the login and password you created or we provided.
  - b. If you have not set up your parish profile, go to "Need a login? [Click here](#)" and follow the prompts.
3. Once you are in your parish profile, on the top menu locate the "Giving" option.
4. Select the "My Scheduled Giving" on the dropdown menu
5. Credit card setup must be completed before July 1 or risk not making the first payment

### **For ONE Time Payers:**

1. In the "Give Amount" field, enter the appropriate tuition rate for your family:
  - a. \$4,295 for one child
  - b. \$7,850 for two children
  - c. \$10,685 for three children
  - d. \$12,970 for four or more children
  - e. \$5,875 per child for non-parishioners
2. Set "Select a fund" to "School Tuition"
3. If you would like to enter a memo for your own reference please do so
4. The frequency of your payment can remain "One Time"
5. Set the payment date for July 1, 2020
6. Enter the credit card information for the account you would like billed
7. Click "Schedule Gift"
8. You will receive an email confirmation for your records.

### **For Monthly Credit Card Charge Payers:**

1. In the "Give Amount" field, enter the appropriate tuition rate for your family. The rates for those families not receiving tuition assistance are:
  - a. \$357.92 for one child
  - b. \$654.17 for two children
  - c. \$890.42 for three children
  - d. \$1,080.83 for four or more children
  - e. \$489.58 per child for non-parishioners
  - f. Or, use the monthly rate provided after consideration of any tuition awards.
2. Set "Select a fund" to "School Tuition"
3. If you would like to enter a memo for your own reference please do so
4. The frequency of your payment should be changed to the "Once a Month" option in the drop down menu
5. Set the payment date for each month to the 10<sup>th</sup>
6. Set the starting date of your payment to July 10, 2020
7. The end date can be set to June 10, 2021 or you can use the drop down to select "Number of times" and set "equals" to 12.
8. Enter the credit card information for the account you would like billed
9. Click "Schedule Gift"
10. You will receive an email confirmation for your records.