

For all parents paying St. Christopher PreSchool 2021 Tuition via Credit Card:

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. \$1,575 for 3-year-old, two half days
 - b. \$1,845 for 3-year-old, three half days
 - c. \$3,150 for 3-year-old, three full days
 - d. \$2,115 for 4/5-year-old, four half days
 - e. \$3,550 for 4/5-year-old, four full days
2. Set "Select a fund" to "PreSchool 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 September 3, 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. \$175.00 for 3-year-old, two half days
 - b. \$205.00 for 3-year-old, three half days
 - c. \$350.00 for 3-year-old, three full days
 - d. \$235.00 for 4/5-year-old, four half days
 - e. \$394.44 for 4/5-year-old, four full days
2. Set "Select a fund" to "PreSchool 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 1st
6. Set the starting date of your payment to September 3, 2020
7. The end date can be set to May 1, 2021 or you can use the drop down to select "Number of times" and set "equals" to 9.
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.