**Instructions for Setting up Online Preschool Tuition and Other Preschool Payments**

Our goal is to make paying your SJA Preschool tuition online as easy as possible.

Using our online payment pages, you can schedule all your 2020-2021 tuition installments at one time! If you choose not to set up automatic recurring payments, please log in between the 1$^{st}$ and the 5$^{th}$ of each month to pay your tuition installment for that month.  Please note: A late fee of $10.00 will be charged for payment of tuition sent after the 5$^{th}$ of each month.

Please follow the steps below to pay or schedule your tuition:

To access the Preschool Tuition page, go to: **www.judeatl.com/tuitionpayments**

1. There are 2 separate payment pages.
2. One is to pay your first tuition installment, due May 1, 2020.  On this page, you can also choose to pay your annual Supply Fee at that time or log back in before August 1 to pay the Supply Fee.  This page only has the one-time payment option.
3. The other pages are to schedule your installments 2-9 (August 2020-March 2021).  This page has the "recurring" payment option so that you can schedule each month.  Please make sure to choose a start and an end date.
4. Click on "Pay Installment 1" or "Pay or Schedule Installments 2-9"
5. **You will need to log in or create a Profile if you have not yet set a log-in.**
   a. If you created a Profile last year, you can log in using your email and password in the box on the right side of the page.
   b. After logging in, or creating your profile, click on "Add Transaction".
6. Please refer to the due dates for tuition.
7. Click "Continue"
8. Enter the Name or names of your students.
9. Choose the Account from which your tuition payment will be drawn.
10. If this is your first time paying (or if you set up a new profile) you will be prompted to add the information from your checking or savings account.
11. Please click the "I'm not a robot" box (security measures!)
12. Click "Process"
13. Thank you! You have successfully paid your tuition installment!