



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 tuition installments at one time! We are now requiring that all tuition payments be made online and using our monthly, recurring payment feature.

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

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

- 1. You will need to log in or create a Profile if you do not have 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”**.
2. You will now be at the payment page. To schedule your tuition payments, type in the number of children in each category, then choose your recurring start date. Please note- the system will only allow you to choose the 5th, 10th, or 15th of the month.
3. Then choose your end date – **USE MARCH 20, 2021, FOR YOUR END DATE.**
4. If you still need to pay your annual supply fee, choose the quantity – *this is a one-time payment only and will not be part of your recurring tuition payment.*
5. Please do not use the “other” payment unless you have previously discussed this with our Preschool Director.
6. Click “Continue”
7. Enter the required information and the Name(s) of your children.
8. Choose the Account from which your tuition payment will be drawn.
9. 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.
10. Please click the “I’m not a robot” box (security measures!)
11. Click “Process”
12. Thank you! You have successfully paid your tuition installment!