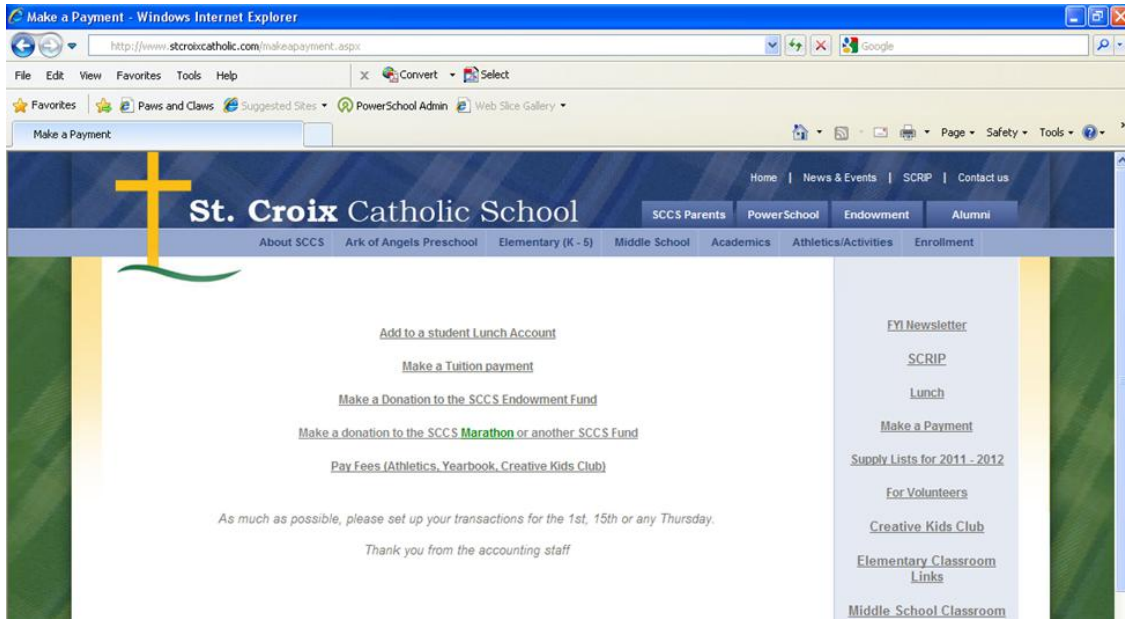


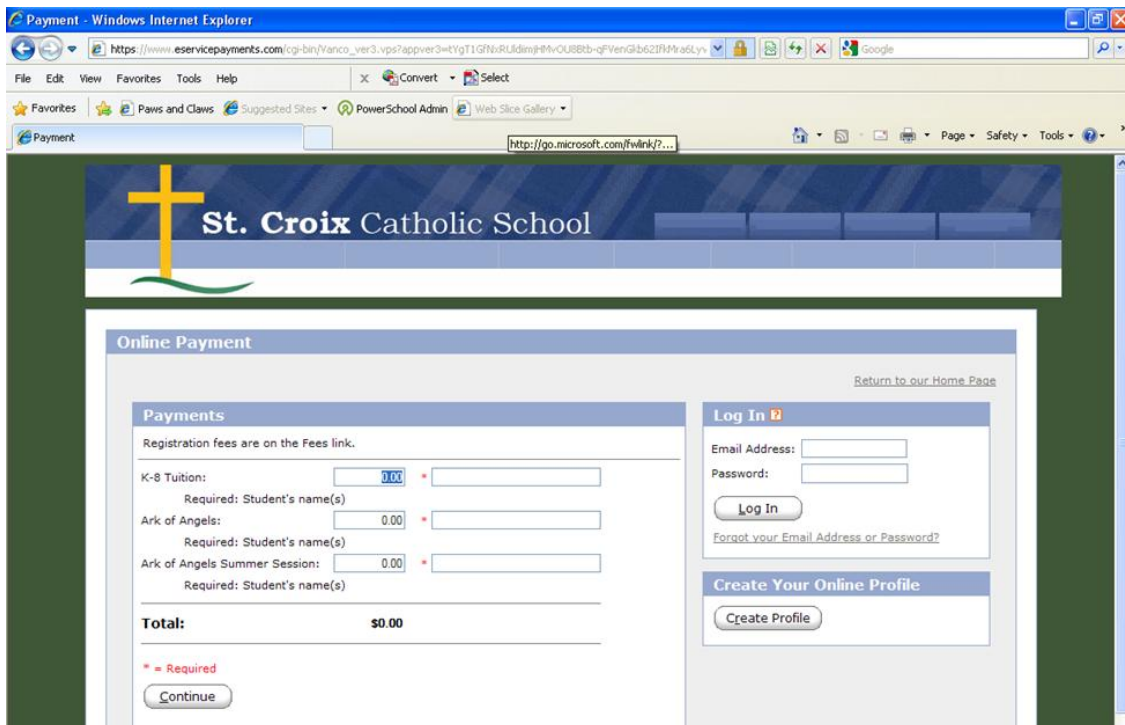
## Using Electronic Funds Transfer to make payments for St. Croix Catholic School Tuition and Other Expenses

Begin by going to the SCCS website: [www.stcroixcatholic.com](http://www.stcroixcatholic.com).

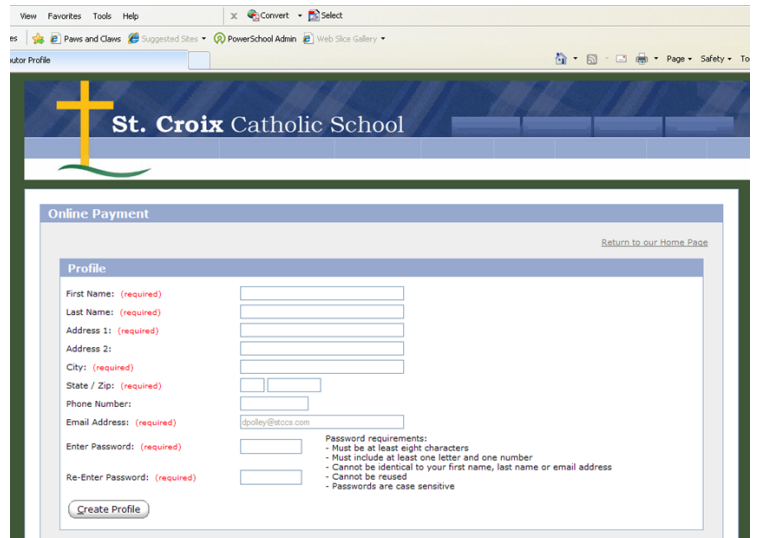
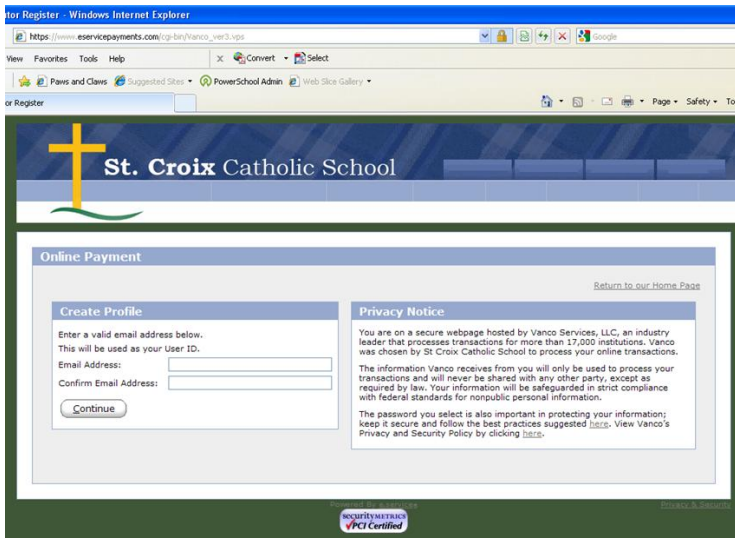
Choose the SCCS Parents tab and the *Make a Payment* on the right hand bar:



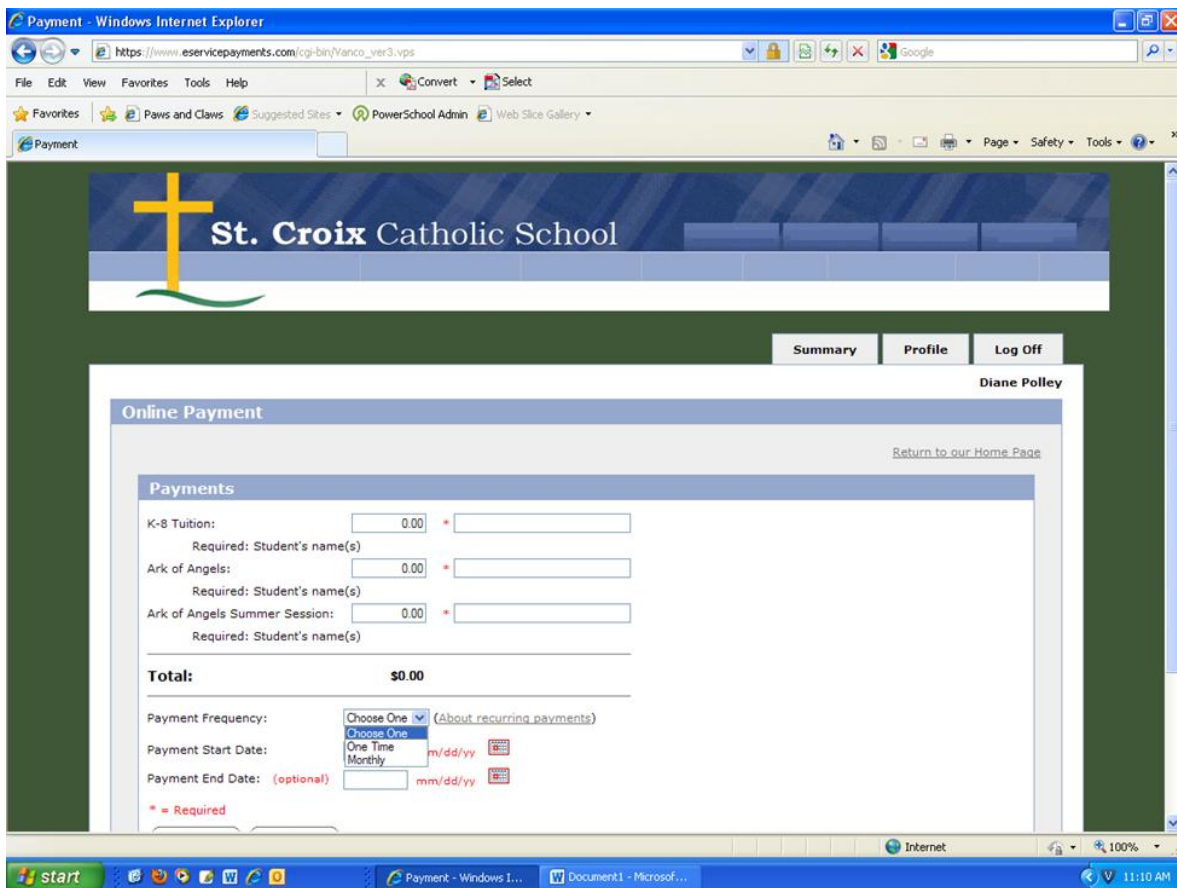
To make a tuition payment, choose Make a Tuition Payment. You will come to the following screen. If you have not used this method of payment before, you will want to begin by creating an online profile. This will allow you to log-in using a secure password and to see your payment history at any time.



Choose *Create Your Online Profile* and complete the following two screens:



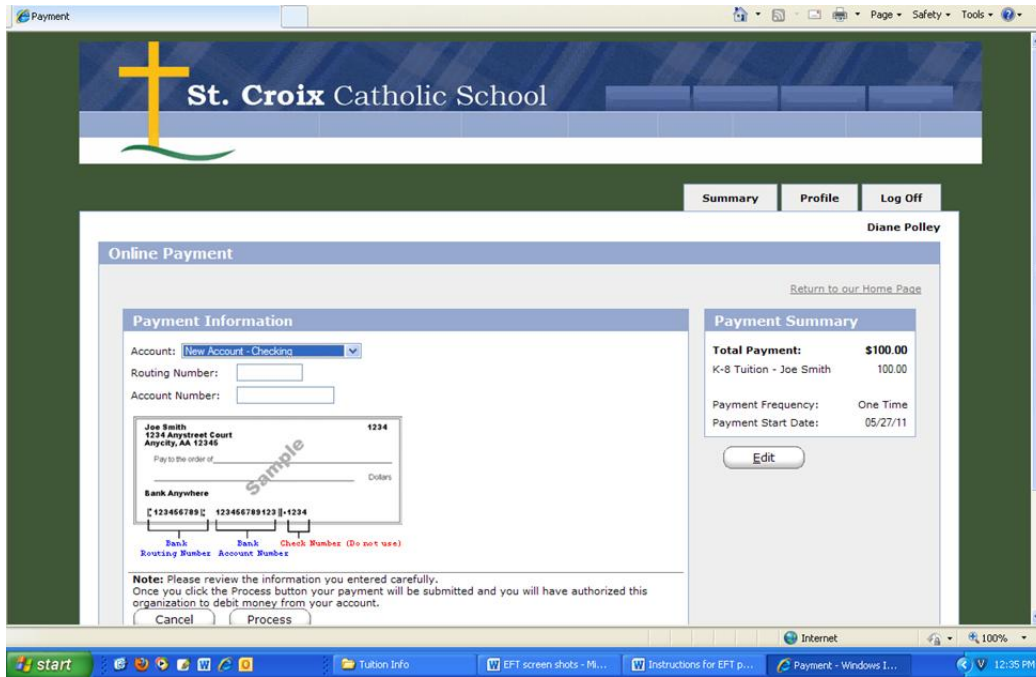
When completed, you will return to the tuition payment screen:



Enter the amount of your single payment or your monthly payment amount. You must also include a student or student's names (*example: John, Mary, Joe Jones*).

On the lower part of the screen choose a payment frequency of one time or monthly. For monthly payments, enter a start date **and** an end date (*for example 7/15/11 and 5/15/12*). For a one-time payment you will only enter a payment start date.

The next screen will ask for your checking/savings account information:



You can now complete your transaction. Note that under the Make a Payment tab you can also make payments into lunch accounts, pay other fees such as CKC or sports, or make a donation to several different causes such as Marathon or the Technology Fund. For each category of payment; however, if you are setting up a profile it will be necessary to do it for each separate category.