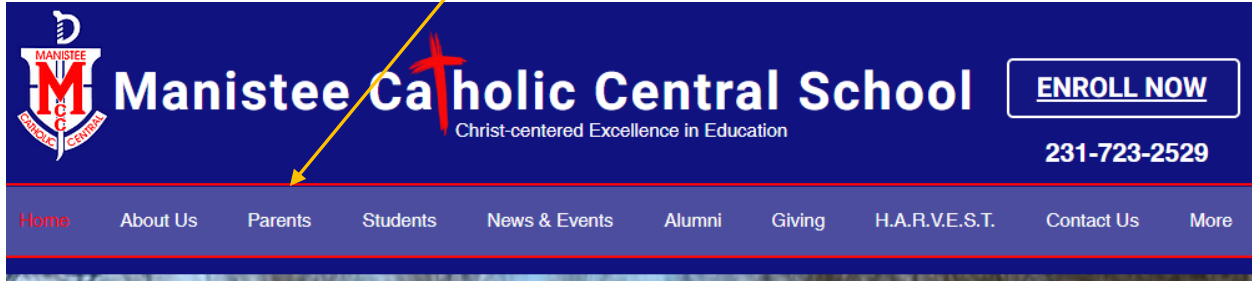


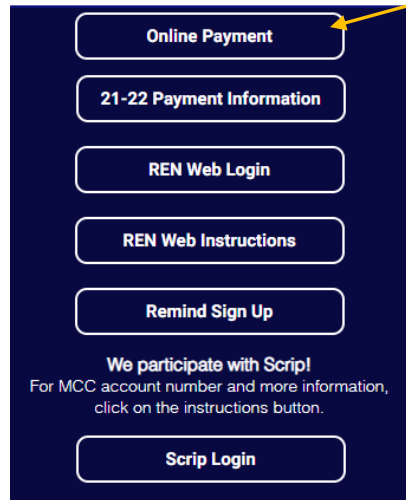
Online Tuition, After School Care & Lunch Payments for the 2022/2023 School Year

1. Go to the school website at <http://www.sabers.org/>

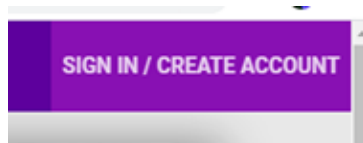
2. Click on the Parents tab



3. Scroll down and click on Online Payment

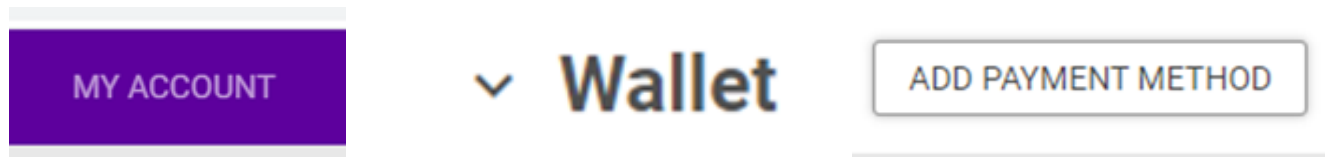


4. Create a New Account by entering a User Name & Password. The screens will look like this.



Online Tuition, After School Care & Lunch Payments for the 2022/2023 School Year

5. After you have created an account, you will then need to go to My Account / Wallet / Add Payment Method to enter bank account or credit card information from where your payment will be taken from.

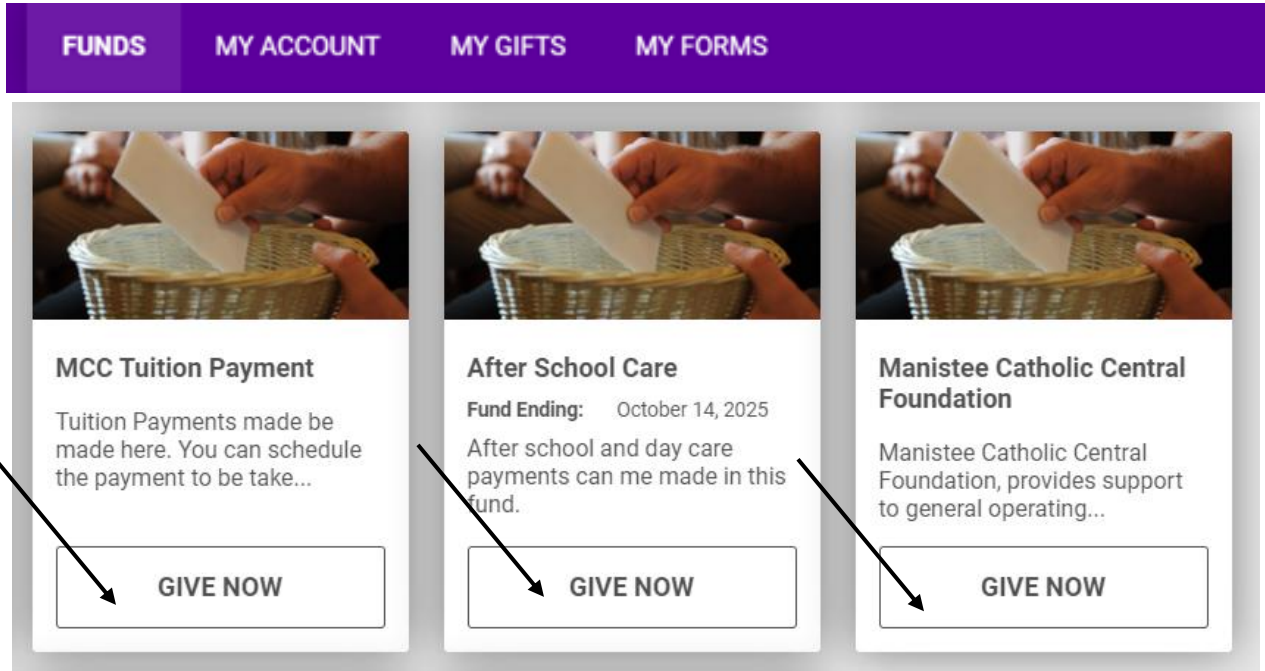


6. This is where you will enter you bank account, credit card information. Click on Add Payment Method when you are finished.

A screenshot of a 'New Payment Method' form. The title 'New Payment Method' is at the top left, and a close button 'X' is at the top right. The form contains several input fields: 'Payment Type' with a dropdown menu showing 'Bank Account'; 'Type' with a dropdown menu showing 'Checking'; 'Routing Number' and 'Account Number' as separate text input fields; 'Address' as a text input field with a plus sign icon on the right; 'City' as a text input field; 'State' as a dropdown menu; and 'Zip' as a text input field. At the bottom, there are two buttons: a white 'CANCEL' button and a green 'ADD PAYMENT METHOD' button. A black arrow points from the 'ADD PAYMENT METHOD' button back to the 'ADD PAYMENT METHOD' button in the screenshot above.

Online Tuition, After School Care & Lunch Payments for the 2022/2023 School Year

- When you are ready to make your payment, go to the Funds tab and click on the fund in which you will be making a payment on. MCC Tuition Payment, After School Care or MCC Lunch payments, and click Give Now.



- Enter the Gift amount which you will be paying, click the drop-down arrow by gift type and select One time or recurring, the date you are making the payment and any notes you may wish to add such as whom you are paying for, then click on Continue.

The 'Configure Gift' form includes a close button (X) in the top right corner. It features a 'Suggested Gift Amounts' section with buttons for \$10, \$25, \$50, \$100, \$250, and \$500. Below this is a 'Gift Amount' field with a dollar sign and a text input field. The 'Gift Type' field is a dropdown menu with the text 'Please select a gift type'. The 'Date' field shows '08/12/2021' and has a calendar icon. The 'Notes' field is a text area. At the bottom are 'CANCEL' and 'CONTINUE' buttons. An arrow points from the 'CONTINUE' button to the next step.

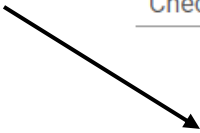
Online Tuition, After School Care & Lunch Payments for the 2022/2023 School Year

9. A Gift Information Box will appear, make sure to click on your saved payment option by using the drop-down arrow and click Complete.

Gift Information


Thank you Test.
To complete your gift, select a payment option below.

Payment
Checking | 1111 ▼

 **COMPLETE**

10. A Thank you box will appear to inform you that your gift has been processed.

Thank you, your gift has been processed

	MCC Tuition Payment Divine Mercy Parish MANISTEE, MI One Time Confirmation #: HYXICIRKKR	\$1.00
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Total: **\$1.00**

BACK TO FUNDS LIST

11. You can go back to funds list to make additional payments or sign out if you are finished.

SIGN OUT

Online Tuition, After School Care & Lunch Payments for the 2022/2023 School Year

(*NOTE:)

The school/parish office **WILL NOT** have access to your account information from this secure sight. (Per our Online Giving: "Your information is stored on secure servers and we will not compromise your privacy. Your payment methods are not visible or accessible to the church administrator.") **Each family is responsible for making their own changes.** Example: If you know that you don't have enough money in your account, and your payment is scheduled to come out of the account within a few days, **YOU** need to log in and make the change to stop the payment from coming out on the day you had set up. If **YOU** don't change it, a fee for non-sufficient funds will be charged to **YOU**.

If you are having difficulty in signing up to set up your tuition payments, please contact Don at 231.723.2619, ext. 107 or by email at dond@divinemericymanistee.org.