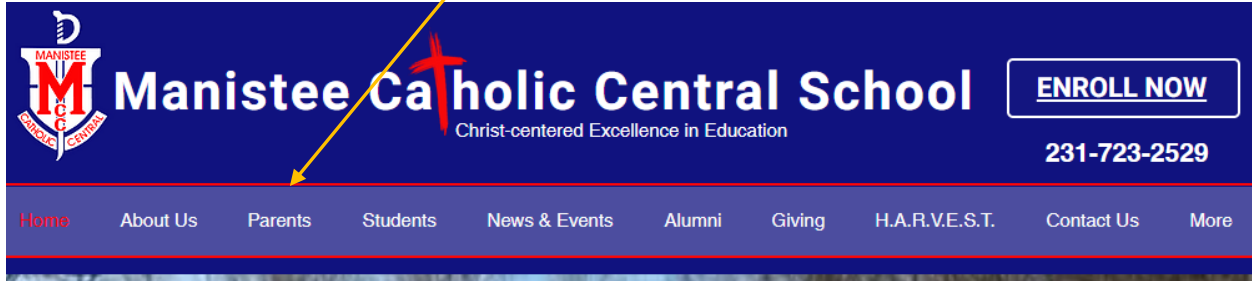


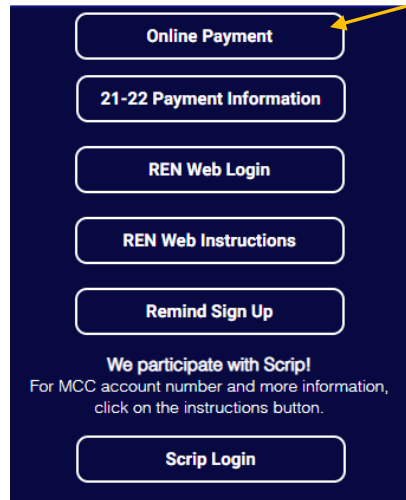
# Online Tuition, After School Care & Lunch Payments for the 2021/2022 School Year

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

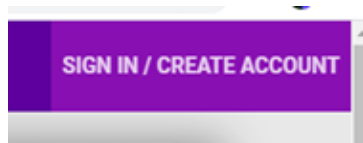
2. Click on the Parents tab



3. Scroll down and click on Online Payment

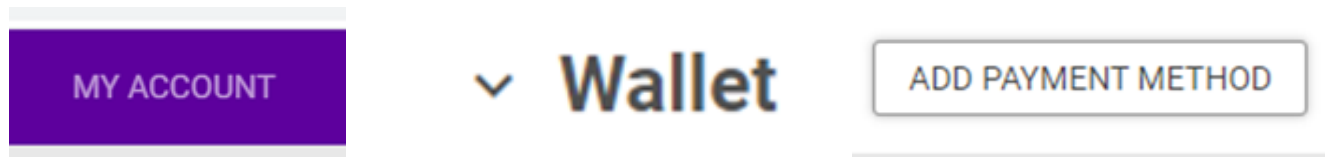


4. Create a New Account by entering a User Name & Password. The screens will look like this.



## Online Tuition, After School Care & Lunch Payments for the 2021/2022 School Year

- 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.

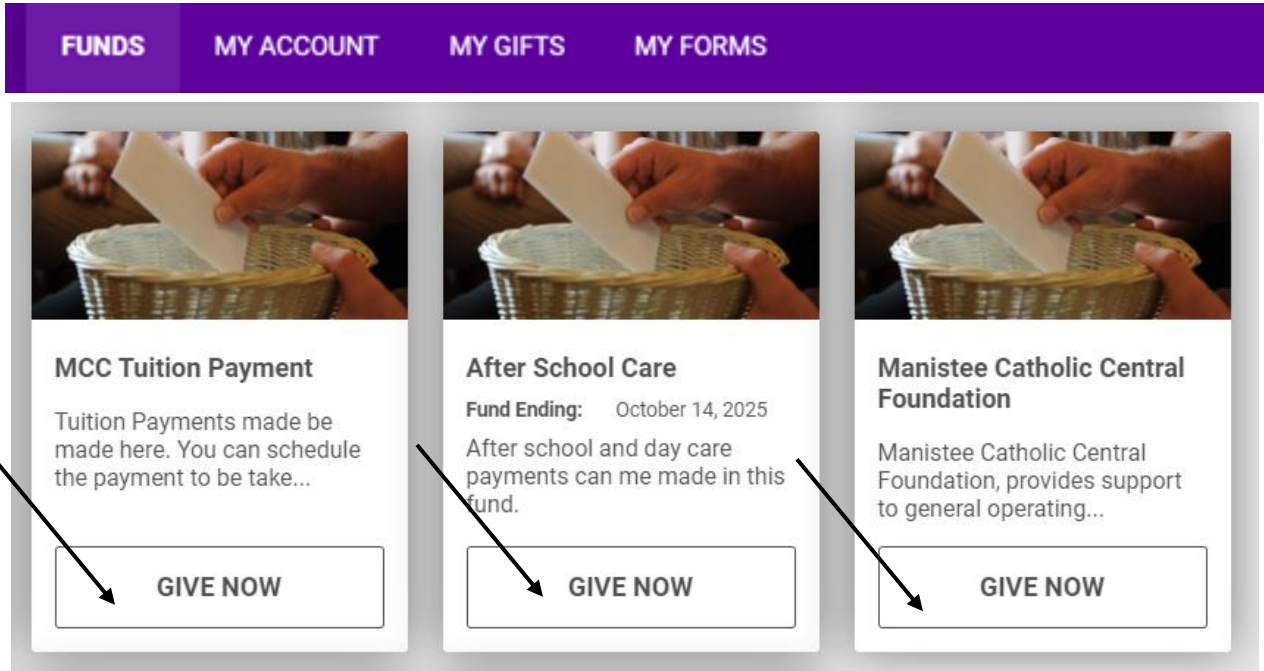


- This is where you will enter you bank account, credit card information. Click on Add Payment Method when you are finished.

A screenshot of a 'New Payment Method' form. The form has a title 'New Payment Method' at the top right with a close button (X). Below the title are two dropdown menus: 'Payment Type' with 'Bank Account' selected, and 'Type' with 'Checking' selected. Below these are two input fields: 'Routing Number' and 'Account Number'. Below those is an 'Address' field with a plus sign icon on the right. Below the address field are 'City', 'State' (with a dropdown arrow), and 'Zip' fields. At the bottom of the form 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 2021/2022 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 section for 'Suggested Gift Amounts' 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 with the label 'Notes'. At the bottom, there are 'CANCEL' and 'CONTINUE' buttons. An arrow points from the 'CONTINUE' button to the next step in the process.

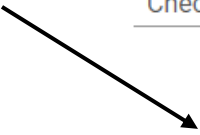
## Online Tuition, After School Care & Lunch Payments for the 2021/2022 School Year

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

---

	<b>MCC Tuition Payment</b> Divine Mercy Parish MANISTEE, MI One Time Confirmation #: HYXICIRKKR	<b>\$1.00</b>
---	---	---------------

---

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 2021/2022 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](mailto:dond@divinemericymanistee.org).