



# Tuition Express® Online Payments



## Overview

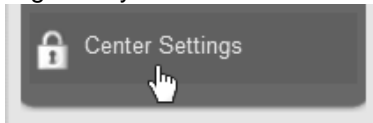
The Online Payment feature lets you choose to allow parents to pay their bill through TuitionExpress.com and is compatible with Procure v10 only.

1. Enable Online Payments
2. Choose Families for Online Payments.
3. Provide Families with ID Number, etc. (if needed)
4. Families Log On to TuitionExpress.com
5. Sync Accounts Each Day

## 1. Enable Online Payments

Through TuitionExpress.com choose to enable online payments.

- a. Log on to your account at TuitionExpress.com and click *Center Settings* (left side).



- b. Check the box to *Allow Client Balance to be Visible* (recommended). This is useful even if you don't offer online payments so families can see their balance when they log in.

Allow Client Balance to be Visible

- c. Click *Update Visible Balance*.

- d. Check *Allow Client to make Online Payments* then choose one or both payment methods including ACH (bank account transactions) and/or credit cards.

Allow Client to make Online Payments

Accept ACH for Online Payments

Accept Credit Cards for Online Payments

- e. Click *Update Payment Settings*.

- f. Under Customer *Contact Information* be sure to enter the email and phone for the person at your center who would handle questions from parents.

- g. Click *Update Contact Info*.

## 2. Choose Families for Online Payments

In Procure enable the families of your choice allowing them to pay online.

- a. At the main screen of Family Data & Accounting look up the family and click the *Tuition Express* icon on the account toolbar.



- b. In the lower left uncheck *Disable online processing*. At the same time it's best to place a check to *Disable batch processing* (recommended). That way there can be no confusion over who controls payments. With online payments the parent controls when a payment is made.

Disable batch processing for this account

← Check to prevent Batch Processing (recommended)

Disable online processing for this account

← Uncheck to allow Online Payments

- c. Click *Save & Exit*.

### 3. Provide Families with ID Number, etc.

For families who have not previously registered at TuitionExpress.com they will need two pieces of information:

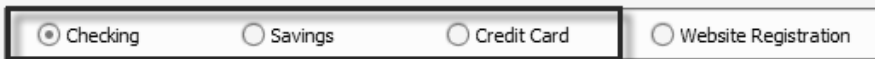
- First: You'll provide them with their unique ID number.
- Second: They'll need the last 4-digits of their bank or credit card account number, or in some cases they will choose a registration code you'll enter in Procare.

- a. At the main screen of Family Data & Accounting look up the family and click the *Tuition Express* icon on the account toolbar.

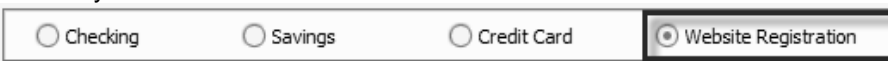


- b. The payer's Tuition Express ID number will appear toward the right side of the screen. You may click *Copy Website Instructions* to copy this information to the Windows clipboard. Then paste it into an email or the Letter Merge feature of Procare to send it to the person.

- c. If the person will pay online through *Checking*, *Savings* or a *Credit Card* you've entered into Procare they will use their ID number plus the last 4-digits of their bank or credit card account number.



If the person will pay by Credit Card but does **not want to share their card number** with you then click *Website Registration*. **WARNING!** This will remove (erase) any previous Checking, Savings or Credit Card information for this family.



Then ask the parent to choose a 4-digit number they can remember, or you can pick it for them. Enter it in the *Registration Code* box. They will use their ID number plus this registration code.



- d. Click *Save & Exit*.

### 4. Families Log On to TuitionExpress.com

Parents will register at TuitionExpress.com (if they haven't previously done so) then log on to their account. When making a payment they may choose to pay from a checking, savings or credit card account previously approved through Procare or set up another credit card from which to pay (if you allow credit cards).

### 5. Sync Accounts Each Day

Each day you'll want to sync up your Procare information with TuitionExpress.com. This accomplishes two things:

- Any new online payments are posted to Ledger Cards and automatically closed in their own Deposit Report.
- Family balances are updated at TuitionExpress.com

- a) From the main screen of Family Data & Accounting go to *Functions > Family Accounting > Process Tuition Express*.
- b) Once you have connected to TuitionExpress any new information will be noted on screen. Just click *Exit*. That's all there is to it.

**Important!** Please "sync" after you run Automated Billing to ensure the balance shown at TuitionExpress.com agrees with the balance you have in Procare.