How to Add Payer

To change your banking information please follow the steps below.

Log into your family profile and click "My Profile"

Click "Payers"

Click "Edit"

You will be able to edit your personal banking information.

You will also be able to add a payer by clicking the "Add Payer" button on the right-hand side.

Payment Allocation

Once you have added a payer then you may go onto splitting the payments in the steps below.

Click on "My Programs"

"Add/view programs"

Child Name

START DATE	VISITS	PAYER(S)	AVAILABILITY	PAYMENT INFO	STATUS	
Program: **Location:** **This program is my 2nd preference** ❓ **Set Preference**						
		Status: Authorized	Waiting List	Fee: Payment Type: Next Payment:	Being Processed	**Edit Payer(s)**
Program: **Location:** **Package Expires on:** **This program is my 1st preference** ❓ **Set Preference**						
		Status: Authorized	Waiting List	Fee: Payment Type: Next Payment:	Pending	**Edit** **Edit Payer(s)** **Delete**

By each program component you will click edit payers and set the percentage you would like the payments to be split between each payer and save. Please note the payer will be sent an e-mail and will have to set up a payee account and authorize the payments in order for the changes to be processed and take effect.

	START DATE	AVAILABILITY	PAYMENT INFO	PAYMENT TYPE
Program: Summer Program for Kindergarten (Week 5) **Location:** St. Barbara C.S.	Aug 05, 2024	Waiting List	**Fee:** $100.40 **Deposit Amount:** N/A **Deposit Date:** N/A **Next PAP Date:** N/A	Per Week

☐	PAYER NAME	% ALLOCATION	PAYMENT INFO	STATUS	COMMENT TO PAYER(OPTIONAL)
☑		50		Authorized	
☑		50		Authorized	

Total Payments: | 100% |