HOW TO USE 'MY PAYMENTS PLUS'

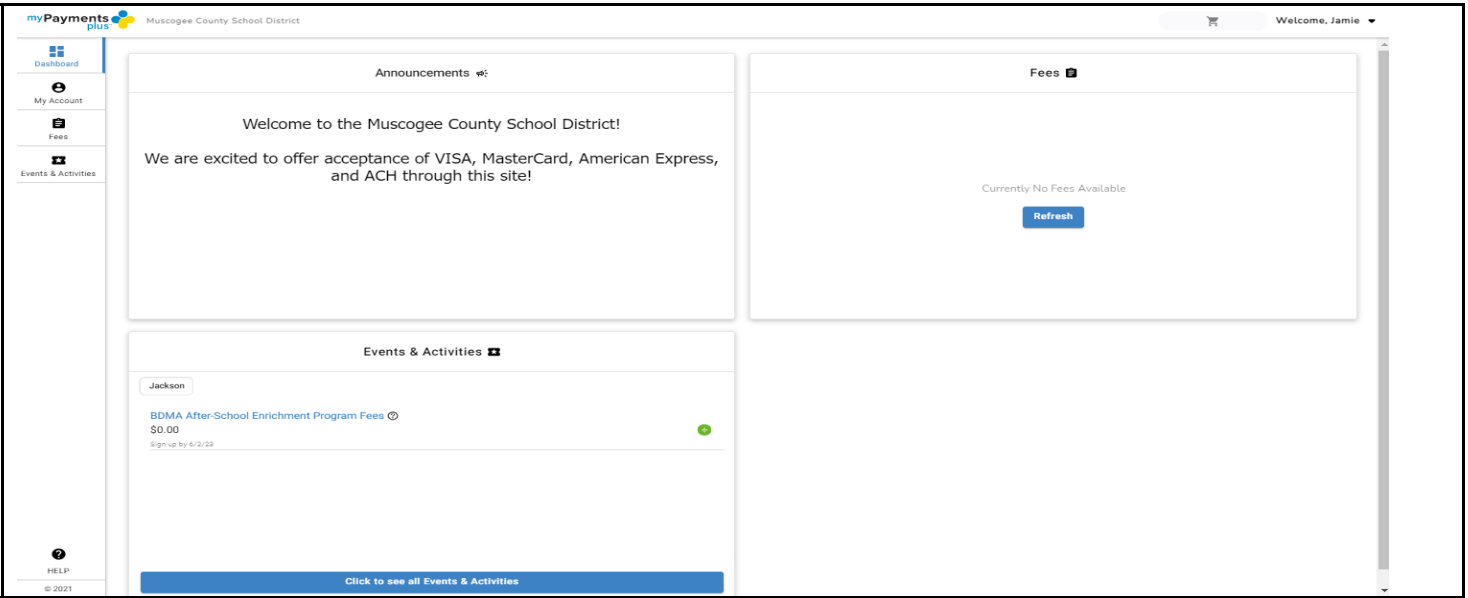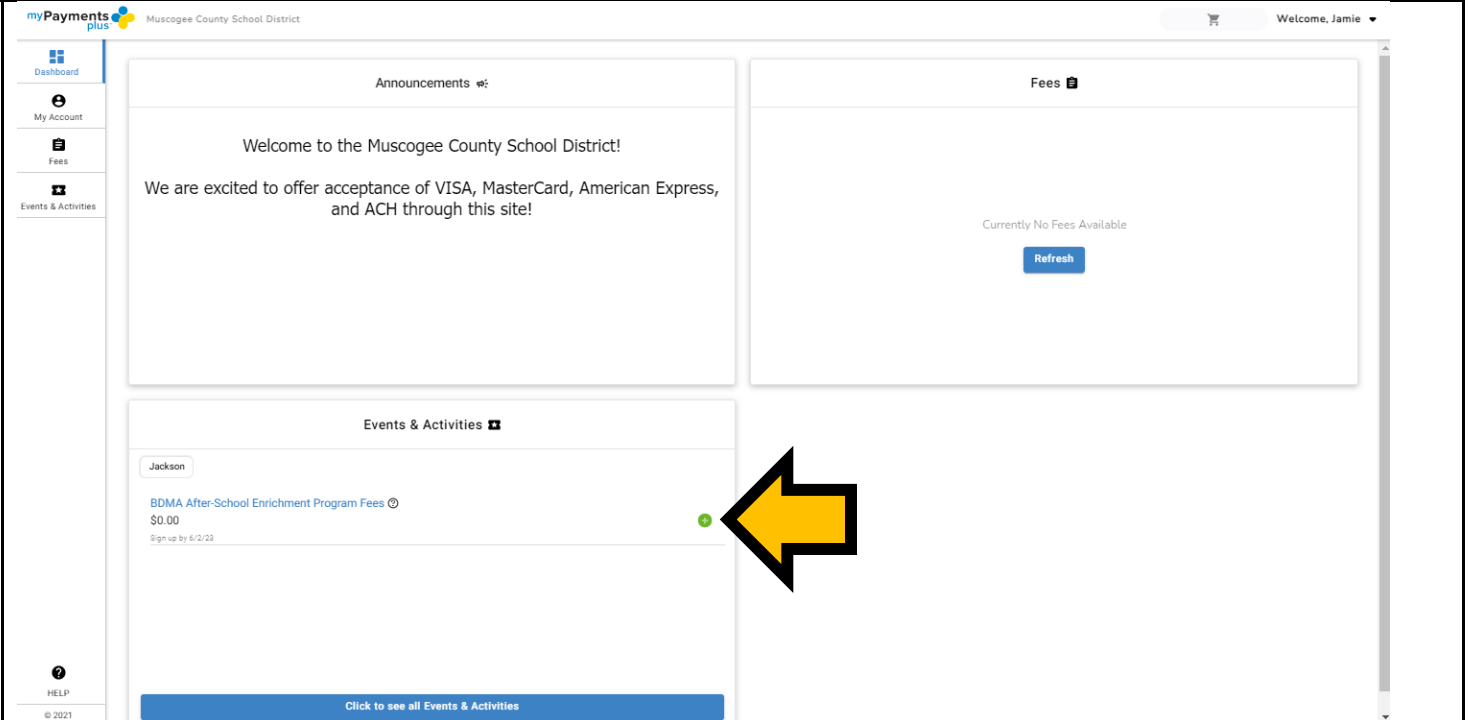|		
1.	When you log into the program, you will see your dashboard screen to the right.	
2.	Once you arrive at the screen above, click on the green plus sign beside the after-school activity program fee.	

3.	After clicking on the green plus sign above, you will arrive at this screen. Enter the amount that you would like to pay. Then, you will 'save & add to cart'.	
4.	Now, you will go to the top right-hand corner of the screen and checkout. When you click on checkout, you will go to the bottom of the screen to 'proceed to checkout'. You will checkout using a credit card from there.	