**New Procedure for Accepting Credit Card/Debit Card Payments**

1. Go to the school website, [www.acanc.org](http://www.acanc.org).
2. Click on the “Payment: Tuition and Fees” button.
3. For first time user: Look at the bottom for “New?” and click on “Register for an account”.
4. Fill in the information on the page and click on “Register”.
5. It will then take you to the payment page. Once you have registered, you will sign in with a username and password of your choice.
6. Under “Fund”, you can choose the type of payment being made.
7. Fill in the amount being paid. (You will need to know the amount you are going to pay which can be discovered on your monthly statement, the “billing” tab on the Headmaster app or Headmaster online, or by calling the office.
8. If you would like to add a note to the office, type your note in the “Additional Information” box.
9. (If you wish, you can set it up to be a recurring payment by selecting the box that says “Make this payment recurring”. It will then allow you to select the frequency of payments, the number of payments, and the start date.)
10. You will be asked to give your payment information and billing information. You will have the option to save this form of payment.
11. Click “Submit”.
12. A receipt will be sent to the address given in the billing information. This can be for your personal records.

Beginning August 1st, we will no longer accept credit card/debit card payments over the phone. If you do not have access to the internet, we will have a tablet available in the office for you to use. The office staff will be available to help you with this.

On Open House Night, we will have several tablets available if you wish to make credit/debit card payments. If you haven’t registered by Open House, we can help you do that. Of course, you can register at any time.