



## Q. How do I schedule my child care payments?

Click on "My Balance"

Then **check the boxes** next to "Description" and the top line – with your program info in it (just an example below) – to choose all weeks

Program Search | My Account | **My Balance \$0.00** | Payment History | Registrations | Logout

**My Balance** [Make A Donation](#)

<input checked="" type="checkbox"/>	Description	Due Date	Fee	Balance
<input checked="" type="checkbox"/>	Torigian ELP - Pre-K - Whoville - 2017-2018 > Torigian Family YMCA > Torigian ELP 2017-2018 - 5 Day			
<input checked="" type="checkbox"/>	09/10/17-09/16/17	9/8/2017	\$235.00	\$235.00
<input checked="" type="checkbox"/>	09/17/17-09/23/17	9/15/2017	\$235.00	\$235.00
<input checked="" type="checkbox"/>	09/24/17-09/30/17	9/22/2017	\$235.00	\$235.00

**Available Credit \$0.00**

**Scheduled Payments**

No Scheduled Payments

Schedule a payment for a later date by selecting the fees you want to pay later and click **Schedule a payment**

Past due balances must be paid today; they cannot be scheduled for a future date.

Once all are checked – scroll to the bottom - **click "Schedule a payment"**

<input checked="" type="checkbox"/>	08/26/18-09/01/18	8/24/2018	\$235.00	\$235.00
				\$11,985.00

Grand total **\$11,985.00**

[Pay Fees Now](#)

[Schedule a payment](#)

Scroll to the bottom again – [click continue](#)

Grand Total:	\$11,985.00	\$11,985.00	\$11,985.00
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**Schedule Total: \$11,985.00**

[Cancel](#)

[Continue](#)

Then follow prompts – select payment method or add a new one – leave pay on due dates – then click **“create schedules”** – then you should be all set

Need to create a schedule for all fees?

Multiple Payment Schedule

Payment Method:

Please select payment method ▼

[Add Payment  
Method](#)

☒ Pay on Due Dates

☐ One Time Payment on

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This schedule will be applied to all items shown above.

Payments cannot be scheduled beyond an item's due date. Items due today or in the past will be scheduled for payment today.

[Create Schedules](#)