

BALDWIN COMMUNITY PRESCHOOL ON-LINE PAYMENT PRODECURE

Visa, Discover, Master Card, and American Express are all accepted. Your Debit Card can be used **ONLY** if it has a Credit Card option on it.

The Credit Card payment option can be used on an as needed basis, or set up to automatically charge a specific amount on a recurring basis.

The procedure for submitting Credit Card payments is:

1. Go to the Baldwin Community United Methodist Church website (www.baldwincommunityumc.com) and click on the 'Giving' tab.
2. The Online Giving page will be brought up. If you would like to create an account, click First Time? (New User Registration) If you do not wish to create an account, click quick give. It is not necessary to create an account to make payments, but if you create an account you will only have to enter your email address and password when returning to make additional payments instead of having to reenter all of the required information each time. You are only ***required*** to create an account if you set up an automatic recurring charge.
3. On the next page you must complete the information in both the '**My Donation and Card Information**' section:
 - A. **My Donation**
 - 1) **Amount:** Enter the total amount that should be charged on your card, ***including a Convenience Fee***. There is a \$1 fee per \$100 charge amount that must be added on, rounding up for amounts less than \$100. For example, a tuition payment of \$140 should be entered as \$142. If you do not add the required fee to your charge amount, the unpaid fee amount will be added to your tuition account balance in the office.
 - 2) **To:** Scroll down through the options and select '**Preschool Payment**'
 - 3) **Other:** Enter the child's name, class, brief description of the charge, and the amount to be applied. A tuition payment of \$140 for example should be entered as follows:
 - \$142 would be entered in 'Gift Amount'
 - The entry in 'Comments' should be: 'Jane Doe, 120 pm, March tuition, \$140'.If you want to include multiple items in your payment such as payments for more than 1 child, you must make multiple line entries in the other comments section detailing each item and the specific amount to be applied for each.
 - B. **Card Information-** Enter all of the required data for the credit card that is to be charged with the payment
 - C. **Submit**

You do not need to notify the office of your payment by credit card as we regularly get a report of all Preschool payment activity from the Online Giving option. This report is used to update your account with the payment information. On your Credit Card statements, the charge will be listed as 'Baldwin Community UMC'.