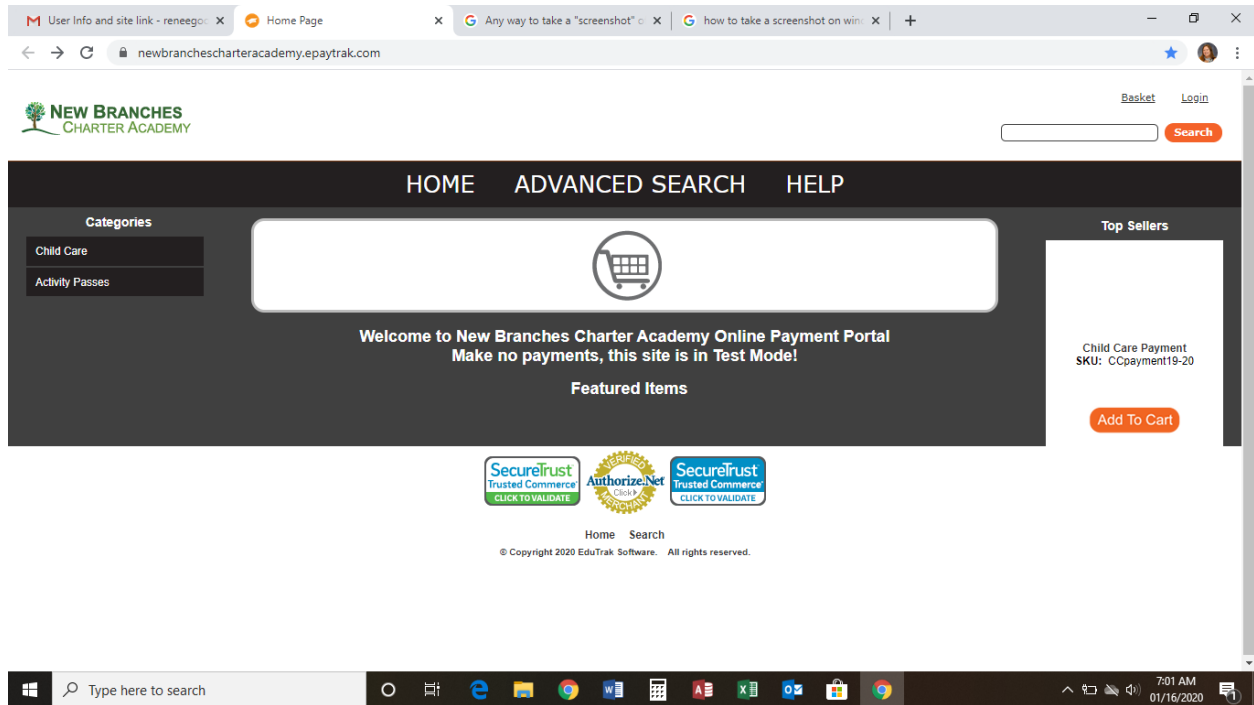
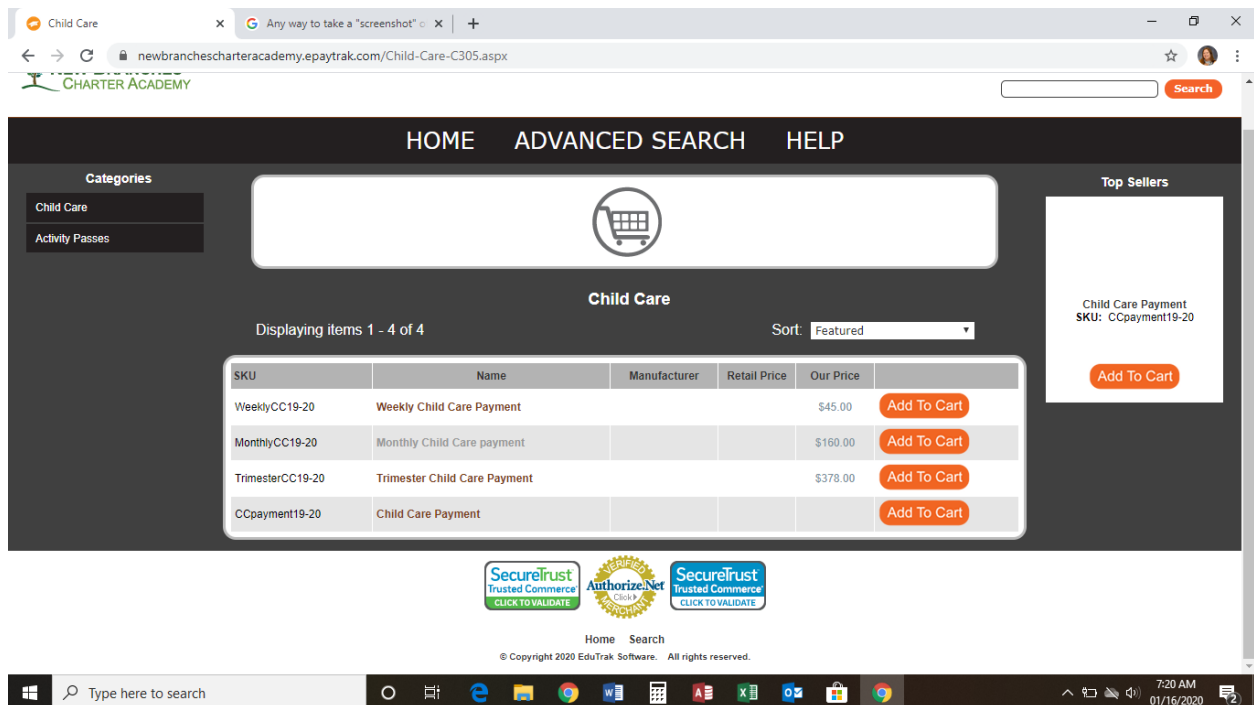


Online Payment Instructions

1. Go to <https://newbranchescharteracademy.epaytrak.com/>

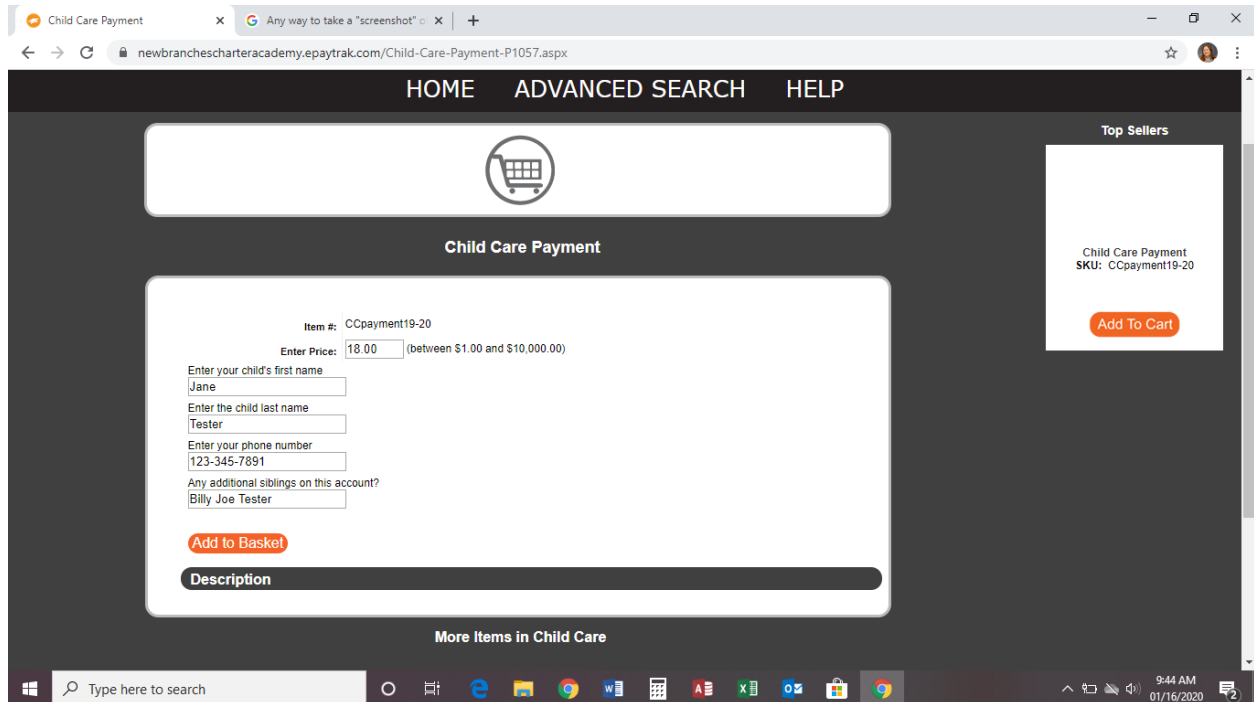


2. Select the Child care options on the left under **Categories**. It will bring you to the screen below.

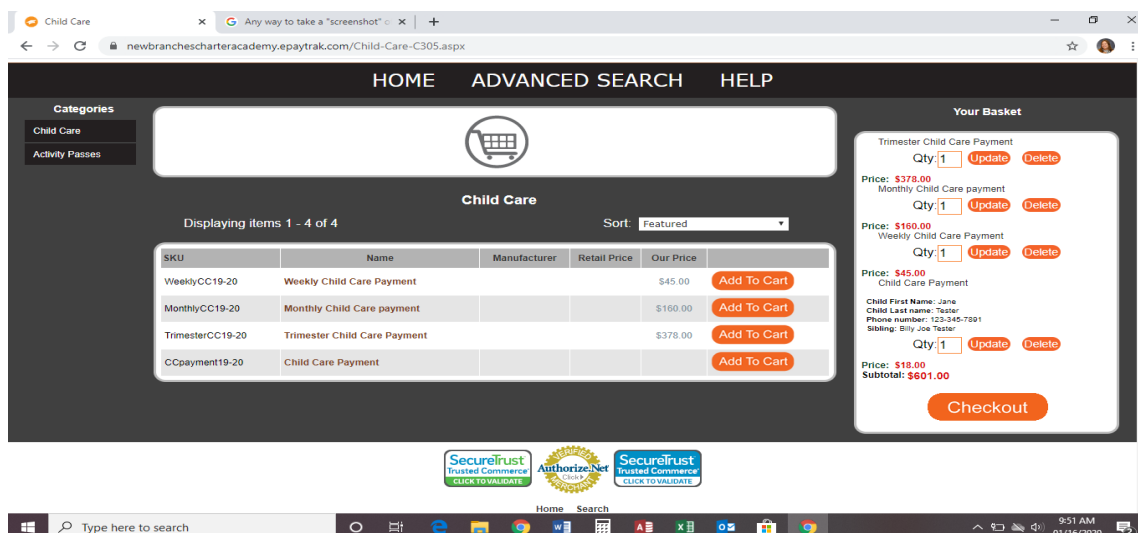


4. On the child care screen, select your payment type from the 4 options. This will be the payment options that you choose when you registered your child for childcare. **Example:** you registered your child as weekly child care student and you want to pay the \$45.00 for the week of care, **select the weekly child care payment.**

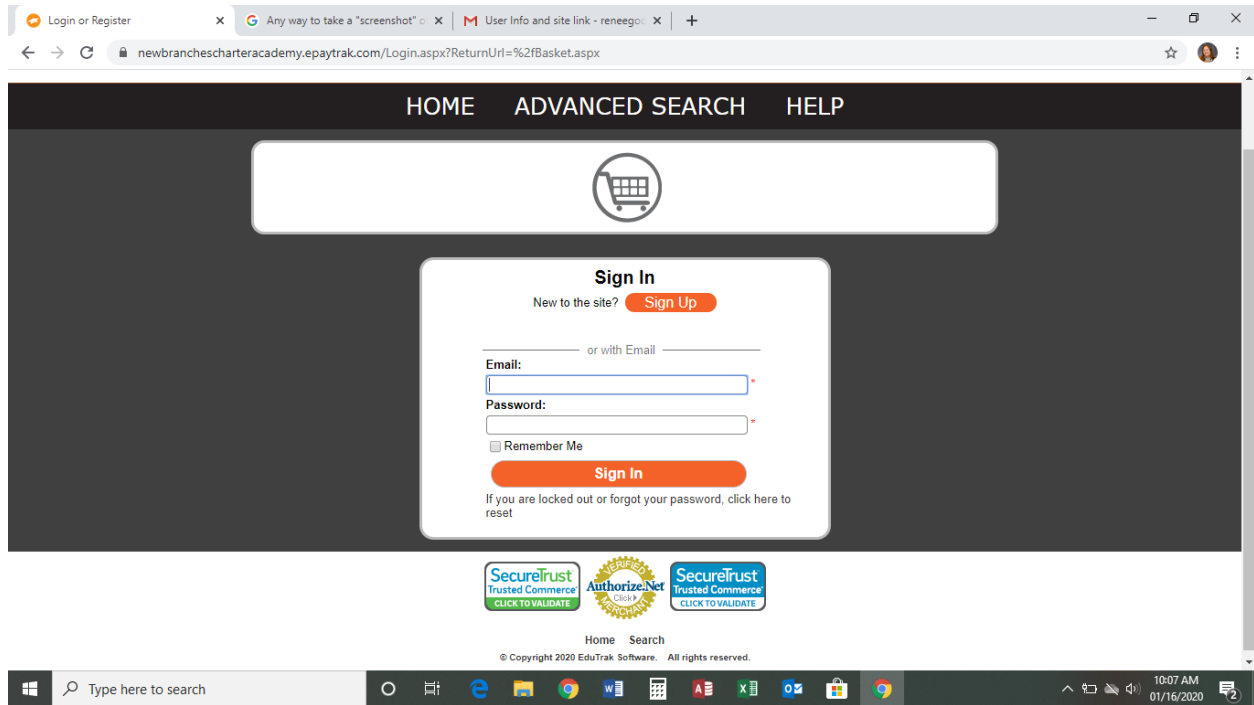
5. To enter a different amount then the per set options select **Child care payment.** This will let you enter in the **any other amount you wish to pay.** Select and then this screen will come up to **enter your information.** Payment you enter will go to your basket on the right hand side



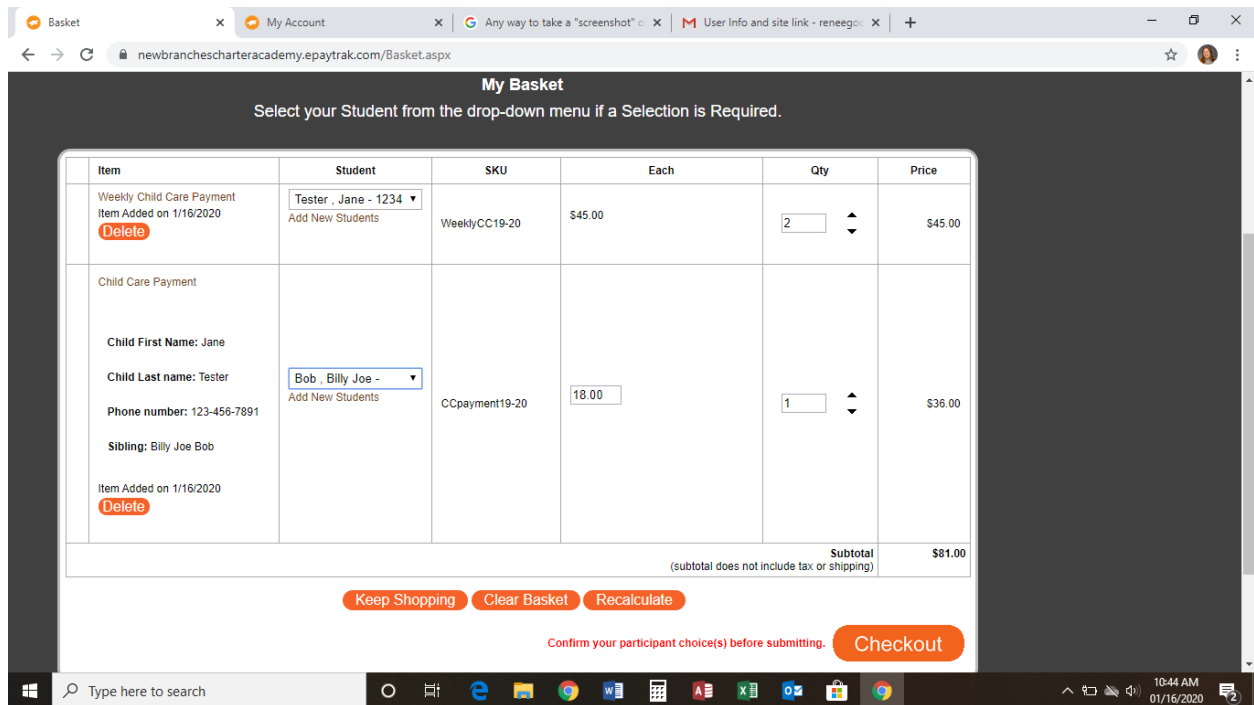
6. Once you select **Add to Cart**, the payment you select will go to **YOUR BASKET** on the right side of screen



7. Select check out on your basket. ***If first payment you will need to create an account **SEE Create Account instructions******

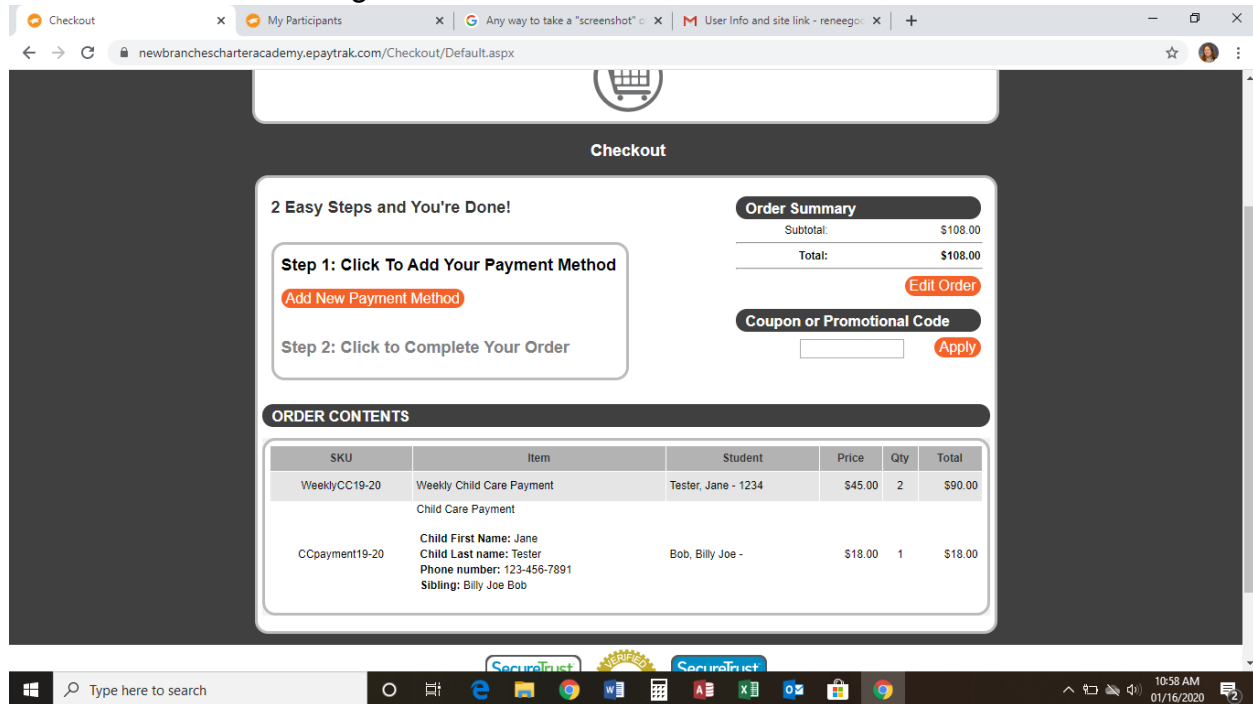


8. Once you have signed in or created your Account you will see “my basket” with the payment you have selected



9. You will have to add the name of the student you are making to payment for before you can check out. (*see create account for add student intrusions)*****IF YOU ARE PAYING WEEKLY, MONTHLY OR TRIMESTER FOR 2 STUDENTS OR FOR MULTIPLE WEEKS CHANGE THE QUANTITY**

10. Click "Check out" to get to this screen below



11. Follow the check steps

12. Click complete your order. The receipt will be email to the email you provided

A computer will be available to make a payment at the school during Childcare hours. All childcare staff are trained on the new payment system and will be able to help. Cash and Check payments will still be accepted during childcare hours. If you have any question or need any help at all please free to contact Renee Good, Childcare Director by email at reneegood@choiceschools.com or by phone at 616-855-7654