ADVENTIST SCHOOL PAY Account Set-Up Instructions

1. From our school website (<u>www.collegedrivechristianschool.com</u>) click on Parent Resources from the top menu bar. Click on Adventist School Pay Login.



2. You will be directed to the Adventist School Pay website. As a first time user you will need to setup an account. Click FIRST-TIME USERS CLICK HERE TO REGISTER.

ADVENTISTSCHOOLPAY	
Return to school home page	Seventh-day Adventist Church
About AdventistSchoolPay	College Drive Seventh-day Adventist School 120 College Dr. Pearl, MS - 601-933-0990 - Principal: Aabley C. Neill
Privacy Policy	Log In
Contact Us	Email Address. Password Log In
	First-time users click here to register.
	Forgot your password? <u>Click here to reset your password</u> . Remembe, passwords are at least 7 characters long and contain at least one special (non-alpha-numeric) character.

3. You will be prompted to enter your name and email address. Once your account has been created you will need to check your email for instructions to create your password.

Login	Seven In-DAI ADVENTIST CHURCH
About AdventistSchoolPay	College Drive Seventh-day Adventist School 120 College Dr, Pearl, MS - 601-933-0990 - Principal: Ashley C. Neill
Privacy Policy	Registration
Contact Us	Sign Up for Your New Account
Before you can make your school payments online, you first need to have an online EEO account. After clubace viaiting on Register? I beser with your email and locate the email from AdventistSchoolPay for information on creating your password and activating your account.	
	account.
	account.
	account. Name: [[
	account. Name: [

4. Once you click on the link sent to your email you will need to setup a password.

ADVENTISTSCHOOLPAY	
Login	Seventh-day Adventist Church
About AdventistSchoolPay	College Drive Seventh-day Adventist School 120 College Dr, Peerl, MS - 601-933-0990 - Principal. Autility C. Neil
Privacy Policy	Create Password and Account Activation
Contact Us	Enter new password
EAQ	Confirm new password
	Create Password and Activate Account

- 5. Follow the instructions to log into your account using your email address and new password.
- 6. From your main account page you will need to setup your student for the first time.



7. Type in your students name (First Name - Last Name) under ACCOUNT NAME. Leave ACCOUNT NUM-BER blank and hit save. If you have multiple students you will add both students.

ADVENTISTSCHOOLPAY	All grant and an and a second and
My Account	Seventh-day Adventist Church
Return to Pay Slip	
Change Password	My Accounts/Students
View Payment History	Show deleted Accounts Account Name Account Number
Logout	Save Cancel
	Type your student's name

8. After saving your student(s) name click on DONE: SPECIFY AMOUNTS.

DVENTISTSCHOOLPAY	All some second second second	AND REAL PROPERTY AND INCOME.		
<u>/ly_Account</u>	SEVENTH-	DAY ADVENTIST [®]	Church	
Return to Pay Slip			College Drive	Seventh-day Adventist School MS • 601-933-0990 • Principal: Ashley C. Nell
Change Password	My Accounts/Students			
linu Derment History	Account Name	Account Number		
new Payment History	Sample Student		/ X	
ogout	Add New Account/Student			
	Done: Specify Amount(s)			

9. From this page you may enter in the amounts for each students registration fee or tuition. If you are paying for a past due balance please choose tuition. If you are paying for multiple students you will see each student's name listed on this page to add in their respective tuition amounts.

Tuition Fees and Donations	
Change Password	
Sample Student	
Tuition \$ 0.00	
ogout Registration Fees \$ 0.00	
Fundraising \$ 0.00	
Donations	
Worthy Student \$ 0.00	
Operating Expense \$ 0.00	
Mrs. Neill's Classroom \$ 0.00	
Mrs. Fox's Classroom \$ 0.00	
Total: \$0.00	
Pay with Electronic Check/ACH (preferred)	
Pay with Credit/Debit Card	

- 10. If you choose to pay with your bank account please choose PAY WITH ELECTRONIC CHECK/ACH. This option incurs less charges to the school than paying with a debit card. If at all possible please do not pay with a debit card. If you choose to pay with a credit card choose PAY WITH CREDIT/DEBIT CARD.
- 11. After completion please print out your receipt and turn into the school on the following business day so that we ensure your student's account is correctly credited.

ADVENTISTSCHOOLPAY	
My Students	Seventh-day Adventist Church
Return to Pay Slip	
View/Change Account Details	Payment Submitted - Step 3 of 3
View Payment History	Your payment has been successfully received. Please print this page for your records.
Change Password	Note: This is only a confirmation. Amounts will be applied to your next statement.
Logout	Worthy Student \$15.00
	Total: USD \$15.00
	Payment Method:
	You can print this confirmation by clicking on the print button of your browser.