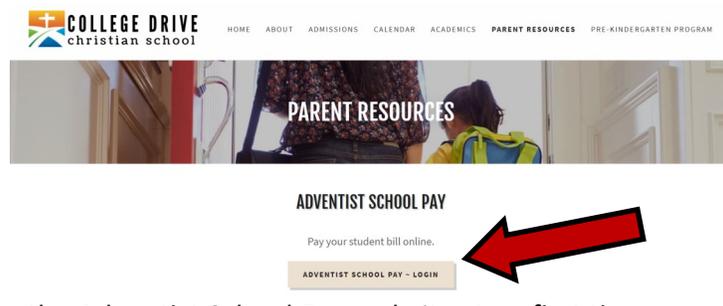


# ADVENTIST SCHOOL PAY

## Account Set-Up Instructions

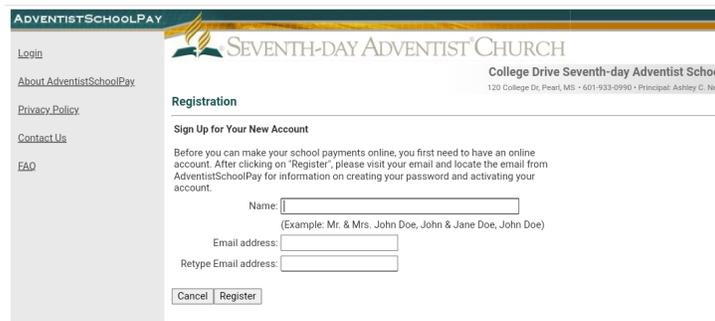
1. From our school website ([www.collegedrivechristianschool.com](http://www.collegedrivechristianschool.com)) click on Parent Resources from the top menu bar. Click on Adventist School Pay Login.



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.



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.



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



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.



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

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

- 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.

- 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.

- 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.**