

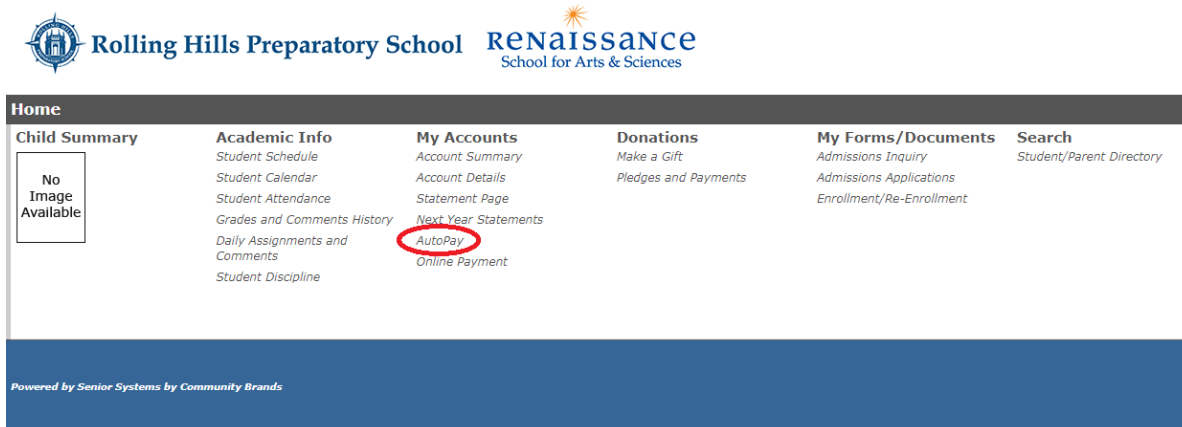
Setting up Auto Pay in My Backpack

1. Log in to My Backpack
 - a. Navigate to the [MyBackpack Login Page](#).



- b. Log in by first entering your username:
Username: your first initial followed by your last name (not case sensitive; uppercase or lowercase letters are okay).
 - If you can't remember your username, type the email address that you provided to our school into the box after "Email Address" and click "Get User Name/Password."
- c. Enter your password:
 - First time logging in/forgot username & password: Click on the "I Forgot My User Name/Password" link.
 - If you remember your username, type it in the box after "User Name" and click "Get User Name/Password."
 - If you have any other issues, please contact support@rollinghillsprep.org

2. Once logged in, on your home screen, click on "Auto Pay."



Child Summary	Academic Info	My Accounts	Donations	My Forms/Documents	Search
No Image Available	Student Schedule Student Calendar Student Attendance Grades and Comments History Daily Assignments and Comments Student Discipline	Account Summary Account Details Statement Page Next Year Statements AutoPay Online Payment	Make a Gift Pledges and Payments	Admissions Inquiry Admissions Applications Enrollment/Re-Enrollment	Student/Parent Directory

Powered by Senior Systems by Community Brands

3. On the Add Schedule screen, next to where it says "Amount:" click on the drop down and select "Custom."

Add Schedule

[Back to Admin User](#)

AutoPay is a quick and easy way to make recurring payments. Once set up, AutoPay automatically transfers funds from your bank account, debit card, or credit card based on the payment frequency you select.

Follow these simple steps:

1. Select the Amount.
2. Select the Frequency of Payments.
3. Enter Payment Method.
4. Save.

Set up additional schedules for each student.

Student Account	Total Due
- Student	\$

Amount: Tuition Due: Incidental Due:

Total Due
 Tuition Due
 Incidental Due
 Custom

up to the amount you enter above. If the amount you owe is less than the amount entered, you will only be charged what is due at the time. Examples:

1. If the amount entered is \$500 and your balance is \$400, AutoPay will process \$400 + applicable fees
2. If the amount entered is \$500 and your balance is \$600, AutoPay will process \$500 + applicable fees

4. In the "Tuition Due" box, enter your plan monthly payment amount per your contract.

AutoPay is a quick and easy way to make recurring payments. Once set up, AutoPay automatically transfers funds from your bank account, debit card,

Follow these simple steps:

1. Select the Amount.
2. Select the Frequency of Payments.
3. Enter Payment Method.
4. Save.

Set up additional schedules for each student.

Student Account	Total Due
- Student	\$0.00

Amount: Tuition Due: Incidental Due:

You will be charged up to the amount you enter above. If the amount you owe is less than the amount entered, you will only be charged what is due at the time. Examples:

1. If the amount entered is \$500 and your balance is \$400, AutoPay will process \$400 + applicable fees
2. If the amount entered is \$500 and your balance is \$600, AutoPay will process \$500 + applicable fees

5. Select the day of the month you'd like the amount deducted from your account (between the 1st and the 10th).

Amount: Tuition Due: Incidental Due:

You will be charged up to the amount you enter above. If the amount you owe is less than the amount entered, you will only be charged what is due at the time. Examples:

1. If the amount entered is \$500 and your balance is \$400, AutoPay will process \$400 + applicable fees
2. If the amount entered is \$500 and your balance is \$600, AutoPay will process \$500 + applicable fees

Please pay my bill on the: of every month

Begin on:

Your next Payment will be:

The confirmation email is s:

Paying By:

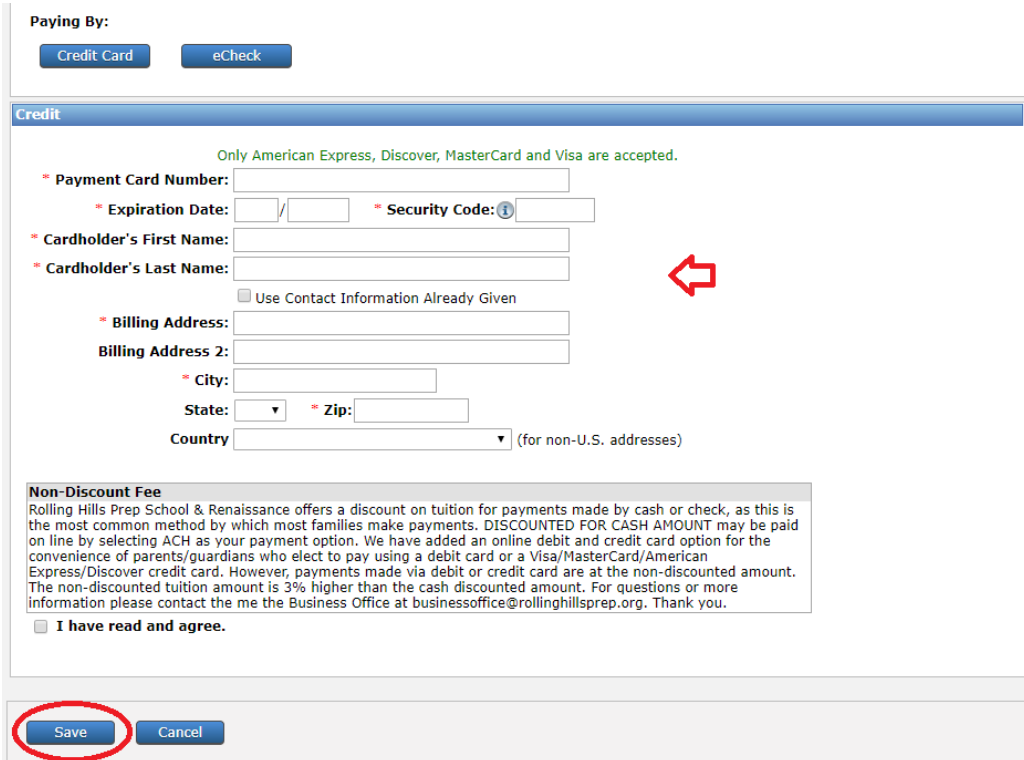
Use new payment method:

6. Click on the payment option you will be using by clicking on either "Credit Card" or "eCheck."



Paying By:

7. Fill in the payment information and select "Save."



Paying By:


Credit

Only American Express, Discover, MasterCard and Visa are accepted.

* Payment Card Number:

* Expiration Date: / * Security Code:

* Cardholder's First Name:

* Cardholder's Last Name: 

Use Contact Information Already Given

* Billing Address:

Billing Address 2:

* City:

State: * Zip:

Country (for non-U.S. addresses)

Non-Discount Fee

Rolling Hills Prep School & Renaissance offers a discount on tuition for payments made by cash or check, as this is the most common method by which most families make payments. DISCOUNTED FOR CASH AMOUNT may be paid on line by selecting ACH as your payment option. We have added an online debit and credit card option for the convenience of parents/guardians who elect to pay using a debit card or a Visa/MasterCard/American Express/Discover credit card. However, payments made via debit or credit card are at the non-discounted amount. The non-discounted tuition amount is 3% higher than the cash discounted amount. For questions or more information please contact the me the Business Office at businessoffice@rollinghillsprep.org. Thank you.

I have read and agree.

If you have any questions, please contact businessoffice@rollinghillsprep.org