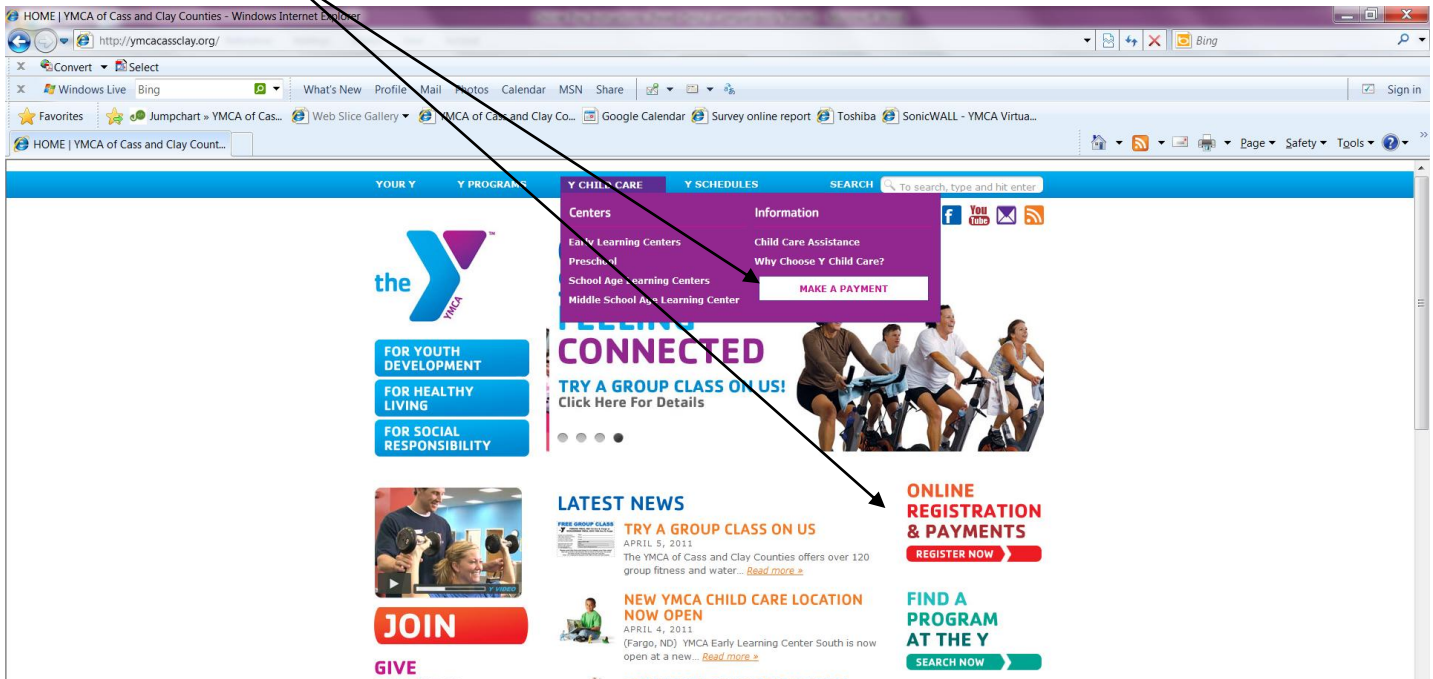
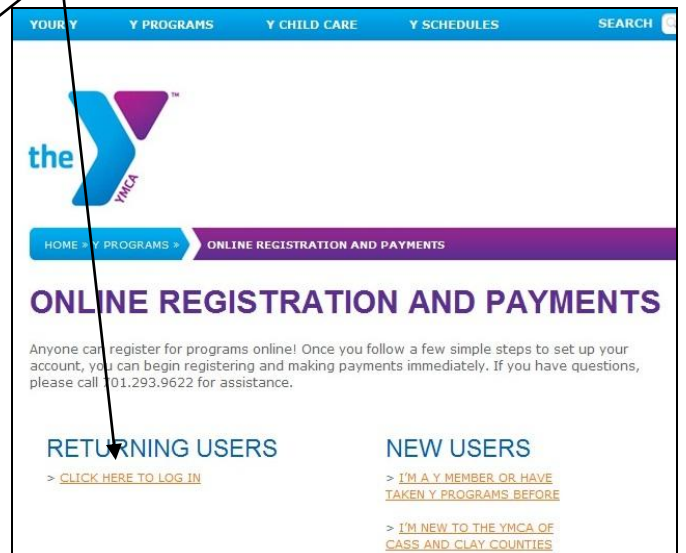


Online Pay Instructions:

1. Go to our website: www.ymcacassclay.org. The screen will look like this. Click the box labeled "MAKE A PAYMENT" under the Y CHILD CARE Drop Down Menu or select "Online Registration & Payments."



This will redirect you to one of the following screens. On either screen, click the "CLICK HERE TO LOG IN" link.



2. You will be redirected to register.ymcacassclay.org (which you may bookmark for future payments). This is where you login to view your information.

Returning users: enter your email address and password in the left set of boxes.

First time users: if you (the parent or guardian) are not a member of the YMCA, **you must log in under your child's name and date of birth and save the login information under their membership.** If you have any difficulties, please contact the billing office at 364-4130 as there may be changes we need to make to your child's information to assist you.

3. Once you have logged in, your child and other family members, if linked, should appear on the "Family Member Selection Page." Click "Programs/Balances" on the left hand column to proceed.

4. The Programs and Balances Page will display all programs with a balance due, along with a program history from the last year. Select "Pay on this program" to pay your child care bill. (Select "Tax Statement" at the top of the page to view your tax statement for the previous year, if desired.)

The screenshot shows the 'Programs and Balances Page' with a navigation menu on the left and a table of programs. A 'FAMILY TAX STATEMENT' button is visible at the top right, and a 'Pay on this program' button is highlighted in the table's status column.

Name	Description	Session	Program	Program End Date	\$Pgm Fee	\$Amt Paid	\$Balance Due	Status
Emilie	YMCA 21st Century CLC	2011		01/08/12	Amount Billed			Pay on this program billing detail

5. The following screen will appear. Simply enter the amount to pay, if you wish to pay an amount other than the displayed amount, and then click "add to cart" to continue.

The screenshot shows the 'Pay Balance Due Page' with a navigation menu on the left and a table of programs. Below the table, there is a text prompt and an input field for the 'Amount to Pay'.

Name	Description	Session	Program	Program End Date	\$Pgm Fee	\$Amt Paid	\$Balance Due
Emilie	YMCA 21st Century CLC	2011		01/08/12	Amount Billed		

You can change the 'Amount to Pay' amount.
You can prepay/pay ahead on this program.

Amount to Pay..

add to cart

6. Your shopping cart will appear. At this point, you can add other balances to the cart or even register for programs. When you are ready to pay, click "proceed to checkout."

Hello, Karen blake@ymcacassday.org [shopping cart \\$50.00 1 item\(s\)](#)

Shopping Cart Contents Page...

[my family](#)
[my information](#)
[program search](#)
[programs/balances](#)
[log out](#)
[help/contact](#)

Do you have a gift certificate to use? When you have completed adding transactions to your cart, enter the gift certificate number and click 'apply gift certificate'.

Your shopping cart total is: \$50.00

Location	ID	Name	Session	Program	Begins Ends	Reg Fee	Reg Late	Reg Aid	Reg Disc	Due Now	
Balance Payment		, Emilie	2011							\$50.00	delete

-Click the 'proceed to check out' button if you are finished adding transactions to your shopping cart.
 -To add program registrations to your shopping cart, click the 'program search' navigation button.
 -To add program balance due payments, click the 'programs/balances' navigation button.
 -To add transactions for a different family member, begin by clicking the 'my family' navigation button.

[proceed to check out](#)

7. The Check Out Page is where you enter the information from your credit/debit card, **which must be Visa, Mastercard or Discover (no other cards are accepted by the system, including Flexible Benefit Cards, even those bearing a Visa or Mastercard logo)**. Once your information is entered, click "check out!" to complete the transaction. A receipt will pop up and a copy will also be sent to your email.

Hello, Karen blake@ymcacassday.org [shopping cart \\$50.00 1 item\(s\)](#)

Check Out Page...

[my family](#)
[my information](#)
[program search](#)
[programs/balances](#)
[log out](#)
[help/contact](#)

Authorize.Net
 a CyberSource solution

Billing First Name
 Billing Last Name
 Billing Address
 Billing City
 Billing State
 Billing Zip [change address](#)
 Card Type
 Acct Number (numbers only)
 Card ID
 Expire Month
 Expire Year
 EMAIL
 Total Sale \$50.00

[check out!](#) [edit cart](#)

If you are ready to Check Out, please click on the 'Check Out' button.
 If you want to change your shopping cart, please click the 'edit cart' button.
 If you do not want to CHARGE your credit card at this time, please click 'log out'.