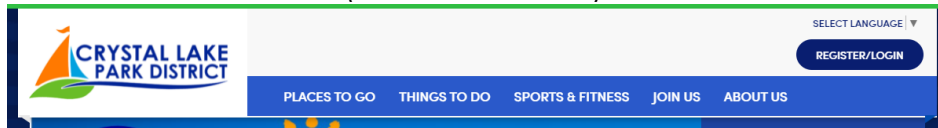


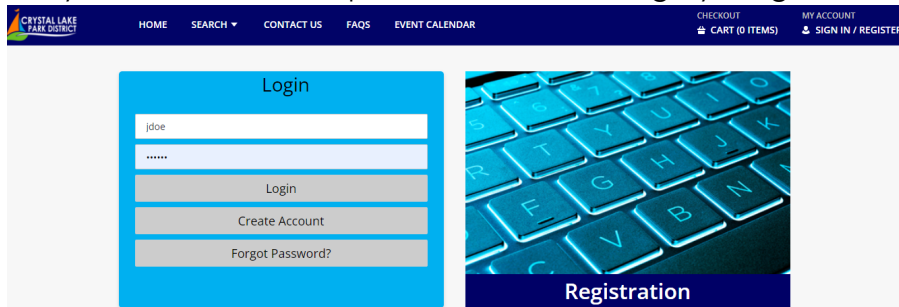
AUTO DEBIT PROCEDURE

(USE THIS PROCEDURE ONLY FOR ATTACHING A CREDIT CARD TO AN ACTIVITY FOR AUTO PAYMENTS)

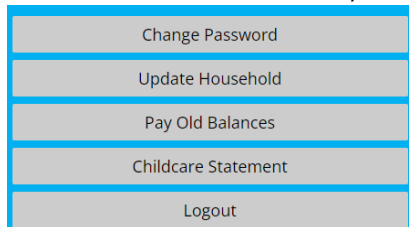
1. Log into www.crystallakeparks.org. Click on the "Register/Login" button to access the login screen. You will need a username and password. For a temporary username and password, please call 815-459-0680. (Blue Oval button).



2. Enter your username and password. Select the grey "Login" button.



3. Pay any outstanding Extended Time or Preschool tuition. The system does NOT charge any outstanding balances that are on the account prior to completing the auto debit process. Select the "Pay Old Balances" grey tab. Place a checkmark in the box of the participant/program you want to process a payment. "Add to Cart". Continue to check out. **STOP HERE**, if you don't want to attach the credit card you're using to pay, to your household account!



4. Once balance is paid, open the "My Account" tab by selecting the down arrow button.

MY ACCOUNT ▼

5. Select "Installment Billing" under the "Update" heading.

Update

Installment Billing

Evaluations

6. Click "Update Bill Type". Change this from Installment Billing to Credit Card **(BY SELECTING CREDIT CARD, THIS MEANS YOU ARE ATTACHING IT TO THE ACTIVITY TO AUTOMATICALLY BE BILLED ON THE 15TH OF EVERY BILL MONTH).**
7. Click on "Update Credit Card". Enter credit card information.
8. The box labeled "Next Bill Date" will be the next time the credit card on file will be charged.

Please note: **THE CREDIT CARD ON FILE WILL BE CHARGED THE DAY BILLS ARE PROCESSED.** This is approximately the 15th of the month prior to the billing due date.