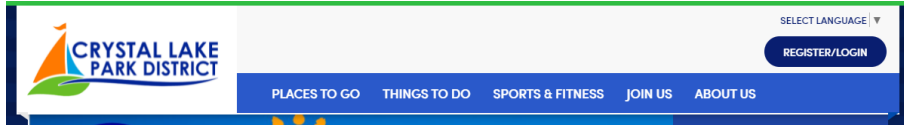


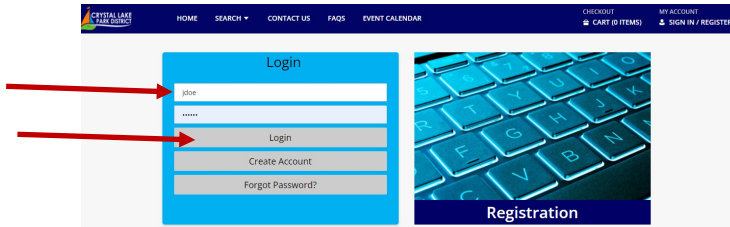


## AUTO DEBIT PROCEDURE

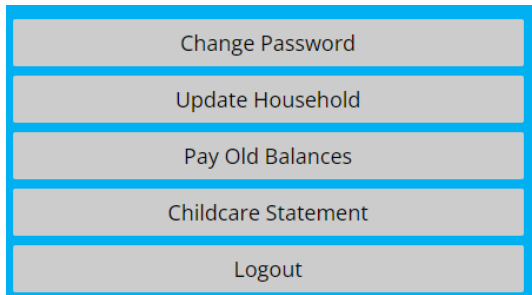
1. Log into [crystallakeparks.org](http://crystallakeparks.org). Click on the "Register/Login" button to access the login screen. You will need a username and password. For a temporary username and password, please call 815-459-0680. (Blue Oval button).



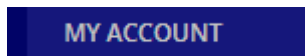
2. Enter your user name and password. Select the grey "Login" button.



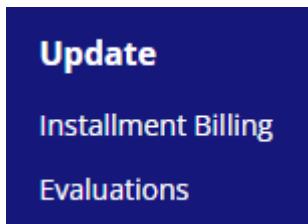
3. Pay any outstanding Extended Time or Preschool tuition. The system does NOT charge any outstanding balances that are on the account prior to completing the auto debit process. **Pay the outstanding balance.**



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



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



6. Click "Update Bill Type". Change this from Installment Billing to Credit Card.
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 the bills are processed. This is approximately the 15<sup>th</sup> of the month prior to the billing due date.**