

School Age Services Setting Up Auto Draft & Updating Payment Method

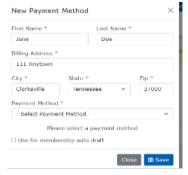
- Sign into your account profile at midtn.recliquecore.com/login
- Click on the "Methods" tab



Click the "Payment Methods" tab and select "Add new Method"



Enter the Name and Billing Address for the payment method and select the payment method



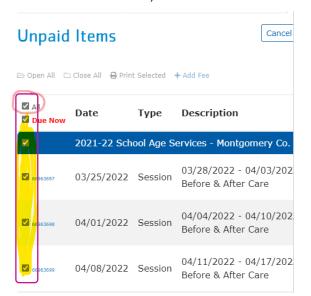
*Choose one of the following:

- Credit Card (any major credit card or debit card)
- e-Check/EFT/ACH (personal checking account – must enter routing and account number- will be drafted as an Electronic Funds Transfer (EFT))
- SAS Payment (FSA / Dependent Care Included) – Preferred for all SAS payments. But MUST be used if drafting from a dependent care card or FSA account
- Click "SAVE"

6 Click on the "Unpaid Tab"



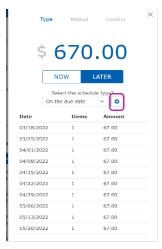
Under the "Unpaid Items," click on boxes next to the session dates to be scheduled to draft, or click on the box next to "All", this will select All sessions



Click on "Pay Selected"

Pay Selected (\$670.00)

The draft scheduler will appear



The default will be "on the due date" – to draft on the due date click on the arrow button



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- For other options Click the down arrow next to "on the due date". Choose from:
 - Already Scheduled Date (choose this when updating the card or payment method)
 - Weekly payment (allow to select day of week to draft)
 - **Bi-weekly** (every other week)
 - Monthly payments (will draft on the 1st of every month)
- Once the draft frequency has been selected click on the arrow button

 NOW LATER

Select the payment method to be set up on auto draft by clicking on the drop down arrow



Select the schedule type?

Already Scheduled D:

- Click "Continue"
- 14 A summary will appear. Verify the payment method and the draft frequency. If all is correct, click "Submit"



	Submit	
Date	Items	Amount
03/18/2022	1	67.00
03/25/2022	1	67.00
04/01/2022	1	67.00
04/08/2022	1	67.00
04/15/2022	1	67.00
04/22/2022	1	67.00
04/29/2022	1	67.00
05/06/2022	1	67.00
05/13/2022	1	67.00
05/20/2022	1	67.00