

TuitionExpress.com for Parents

How parents may register and use online services at TuitionExpress.com to make payments online, check their balance, sign up for email notifications, etc.

Is TuitionExpress.com free?

Yes. All services are free to parents and guardians whose child care provider uses TuitionExpress.com. Some services, such as the ability to make online payments, or use a credit card, are at the discretion of your provider and may or may not be available.

Do I need to complete an Authorization Form?

It depends on how payments will be made:

If your child care provider will be collecting automatic payments from your bank account or credit card you must complete an authorization form. SOI will send an electronic authorization form through text or e-mail containing a link to the form, you will have 24 hours to complete and submit the form. All forms expire after 24 hours. If a form expires, the process will need to be repeated.

If you are making online payments only (your child care provider will *not* be automatically collecting any payments) then no authorization form is needed.

ID Number, Bank Account or Registration Number

You'll need two numbers to register the very first time at TuitionExpress.com.

1. The first number is your unique *Tuition Express ID* number which will be given to you by your child care provider.
2. The second number depends on how payments will be made:
 - a. If your provider will be collecting automatic payments you'll need the last 4 digits of the bank account (or credit card number) from which you have agreed to pay your provider.
 - b. If you are making online payments only (your child care provider will *not* be automatically collecting any payments) then you must

GIVE YOUR PROVIDER the 4 DIGIT REGISTRATION NUMBER you want to use - just for the purpose of getting registered.

Hint: This could be the last 4 digits of your phone or social security number, or any number that is easy for you to remember.

How to Register at TuitionExpress.com

You'll register once to establish a user name and password you'll use each time you log in to TuitionExpress.com.

1. Go to TuitionExpress.com.
2. If you have previously registered enter your *User Name* and *Password* then click *Log In*.
3. If you have not yet registered click the *Register Here* link (left side) to set up your account:



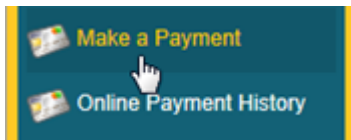
- a. Then enter the *Tuition Express ID* number given to you by your child care provider.
- b. Enter your *Registration Code*. This is either the last 4 digits of the bank account or credit card number (used to make payments) or the 4 digit code you chose with your child care provider (see: [Registration Number](#)).
- c. Select a *Username* and *Password*. Then *Confirm the Password* and click *Register*.

Hint: Forgot your username or password? Just re-register. Follow the on screen instructions to complete the process.

Making Online Payments

If your child care provider allows online payments you may make a payment now or schedule one for the future.

1. Log in to TuitionExpress.com and click *Make a Payment* (left side).



2. Click either *Use Credit Card* or *Use Bank Account*. You may have one or both options depending on how you are set up with your child care provider.

Make a Payment

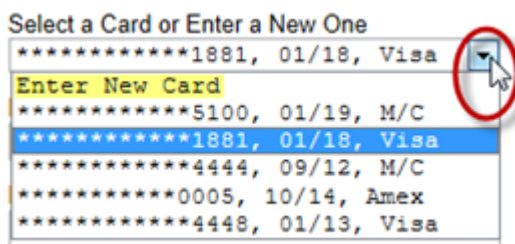
Balance as of 20 Sep 2011: \$125.00

Transmitted to Tuition Express by your child care provider

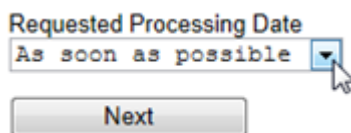


3. For Credit Cards:

- a. Click the *Select a Card* drop down list to choose an existing card or *Enter a New Card*. For a new card enter the information and click *Save Card*. If no cards have been set up you'll automatically begin at the "new card" screen.



- b. Once the card has been selected enter a *Payment Amount*, choose a *Requested Processing Date* (lower right) and click *Next*.



- c. Confirm the amount, card being used and processing date then click *Submit Payment* (or *Back* to make changes).

Balance as of 20 Sep 2011: \$125.00

Transmitted to Tuition Express by your child care provider

Payment Summary

Amount : \$125.00

Type : Visa

Card : *****1881

Processing Date : 22 Sep 2011



4. For Bank Accounts:

- a. Enter a *Payment Amount*, choose a *Requested Processing Date* (lower right) and click *Next*.

- b. Confirm the amount, account type and processing date then click *Submit Payment* (or *Back* to make changes).

Online Payment History

To check the status of online payments and view a history of recent payments click *Online Payment History* (left side).

Email Notifications

Choose to receive email notifications from your child care provider if/when payments are automatically collected from your bank account or credit card.

1. Click *My Profile* (left side).
2. Enter or change your *Email Address*.
3. Check the box to *Receive Notifications* and click *Update*.

Reports

To print a report like a *Payment Summary* or *Transaction Receipt* click *Reports*(left side) and select a report from the drop down list.

Account History

To see which credit cards and/or bank accounts have been set up for automatic payments (does not include parent initiated online payments) click *Account History* (left side).