

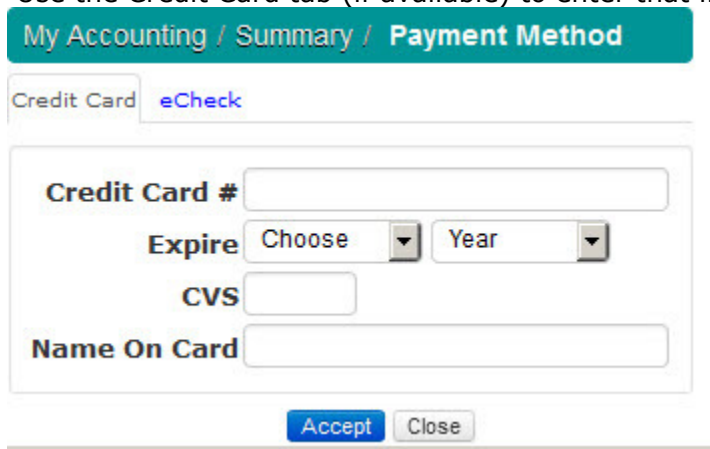
Dear Families,

For the upcoming school year we are excited to partner with PayJunction to process **monthly** tuition payments. Below you will find the steps necessary to set up your account. You will use this area to set up your payment options with either Bank account or Credit Card account information (there will be a 3% fee added if you choose the credit card option.) You can set up as many payment methods as you desire. On your Tuition Agreement you will be able to choose the date(s) you wish to have your payment processed. Begin by going to My Accounting/Summary/Payment Method and follow the instructions from there.

Setting up Payment Methods

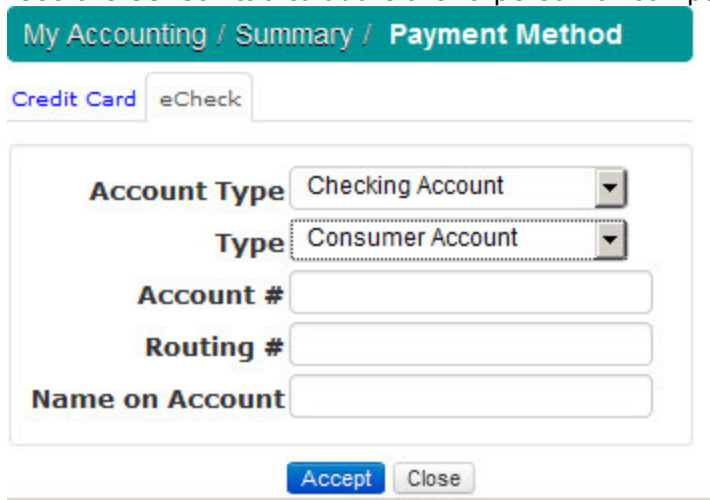
Click on the blue Add Method button .

Use the Credit Card tab (if available) to enter that information:



The screenshot shows a web interface with a teal header bar containing the text "My Accounting / Summary / Payment Method". Below the header, there are two tabs: "Credit Card" (which is selected and highlighted in blue) and "eCheck". The main form area contains the following fields: "Credit Card #" (text input), "Expire" (with a "Choose" dropdown menu and a "Year" dropdown menu), "CVS" (text input), and "Name On Card" (text input). At the bottom of the form are two buttons: "Accept" (in blue) and "Close" (in grey).

Use the eCheck tab to add either a person or company checking or savings accounts:



The screenshot shows a web interface with a teal header bar containing the text "My Accounting / Summary / Payment Method". Below the header, there are two tabs: "Credit Card" and "eCheck" (which is selected and highlighted in blue). The main form area contains the following fields: "Account Type" (dropdown menu with "Checking Account" selected), "Type" (dropdown menu with "Consumer Account" selected), "Account #" (text input), "Routing #" (text input), and "Name on Account" (text input). At the bottom of the form are two buttons: "Accept" (in blue) and "Close" (in grey).

Please Remember:

If you are in need of financial support to allow your student(s) to continue to receive the benefits of a Triad education please go to **www.factsmgt.com** and click on "Facts Grant & Aid," click on "Parent Resources," then on "Financial Aid," then click on "Apply Now" and "Create Account." Facts Management will confidentially collect your financial information and report to the school your calculated need. **This process needs to be completed ASAP to allow time for processing.** At the June 25th School Board meeting financial aid allocations will be determined; unfortunately after this time no financial aid will be available to families for allocation.

If you have any questions please do not hesitate to contact the office at (541) 885-7940.