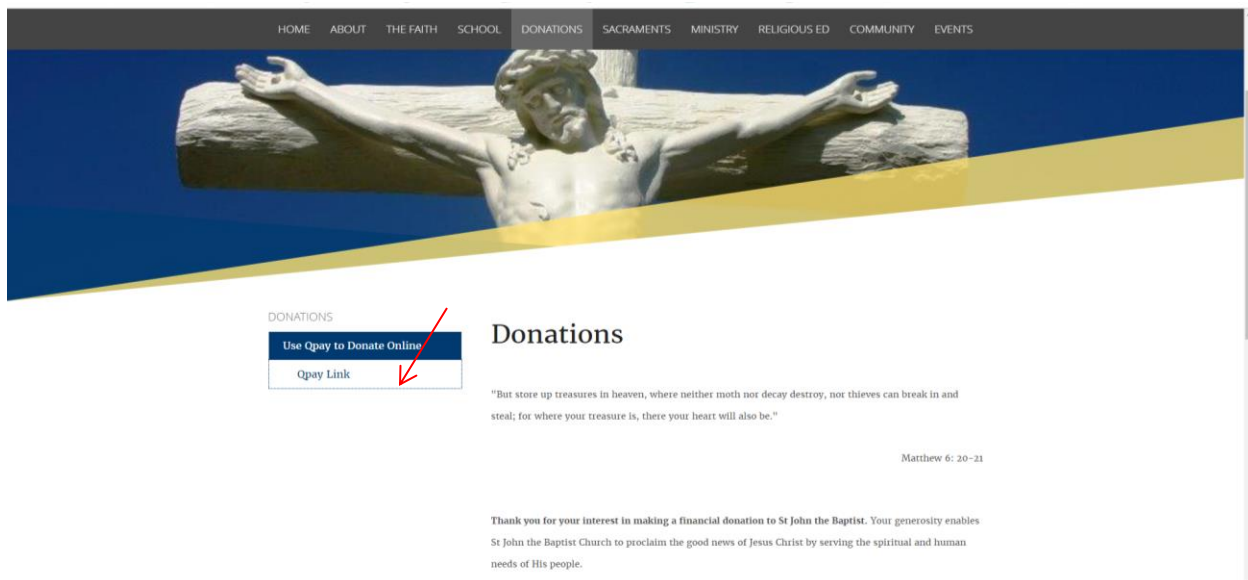


# PAYING FOR RE TUITION WITH A DEBIT/CREDIT CARD

1. Go to [www.stjohnsjohnsburg.org](http://www.stjohnsjohnsburg.org)
2. Under the Donations tab click on “Use Qpay to Donate Online”



3. On the left hand side bar menu, click Qpay Link and you will be redirected to the St. John’s online donation page.



4. Scroll down to “RE- Program Fees” and put in the amount you want to pay. Under Donation Frequency select “one-time”, then the date, and continue.

The screenshot shows a donation form with the following sections:

- Assession:** -Assession: 0.00, -Music Ministry: 0.00, -Debt Reduction: 0.00, -Fuel: 0.00, -Flowers: 0.00, -Ministry of Service: 0.00, -Special Donations: 0.00, -Assumption: 0.00, -All Saints: 0.00, -All Souls: 0.00, -Thanksgiving: 0.00, -Immaculate Conception: 0.00, -Christmas: 0.00, -Ash Wednesday: 0.00, -Solemnity of Mary: 0.00
- School Tuition Payments:** -School Donations: 0.00, -Pres/Tuition: 0.00, -Pres/Reg Fee: 0.00, -Pres/Preschool Tuition: 0.00, -Pres/Book and Material Fee: 0.00
- Re: Program Fees:** -Sacramental Fees - 1st Communion: 0.00, -RE Tuition: 0.00, -Sacramental Fees - Confirmation: 0.00, -Vacation Bible School Payment: 0.00, -RE Donation: 0.00
- Youth Ministry:** 0.00
- Total:** \$0.00
- Donation Frequency:** Choose One (About recurring donations)
- Donation Start Date:** 07/03/19
- Donation End Date:** (blank)
- Continue** button

5. Fill out all the required fields and then enter your payment information. Below, in the box labeled “Messages/ Instructions for the church” please type your child(ren) name(s) for whose RE tuition you are paying for. Note\* It is your decision if you would like to make an account when prompted (optional).
6. Once all required areas are filled out press click process and print your receipt for your records.

The screenshot shows a donation form with the following sections:

- Donation Information:**
  - First Name: (required)
  - Last Name: (required)
  - Address 1: (required)
  - Address 2:
  - City: (required)
  - Country: UNITED STATES - US
  - State / Zip: (required)
  - Phone Number:
  - Email Address:
  - Account Type:  Credit/Debit Card,  Checking,  Savings
  - Card Number:
  - Card Verification Value (CVV2):  3 digits That
  - Expiration Date:  /
  - Name Of Cardholder:
  - Use Same Address As Above
  - Billing Address 1:
  - Billing Address 2:
  - Billing City:
  - Billing Country: UNITED STATES - US
  - Billing State / Zip:
- Donation Summary:**
  - Re: Program Fees**
  - Sacramental Fees - 1st Communion: 50.00
  - RE Tuition: 120.00
  - 07-03-2019 One Time
  - Total One Time Donation: \$170.00**
  - Total One Time Donation: \$170.00**
  - Donation Frequency: One Time
  - Donation Start Date: 07/03/19
  - Donation End Date: 07/03/19
  - Edit** button
- Message/Instructions for the church:** (Text area)
- Would you like to save your profile before continuing?**
  - Saving your profile will:
    - Take only a moment—all you have to do is select a password
    - Enable you to change or stop a recurring donation at any time
    - Allow you to view and print your online donation history
  - Select Password** button