Breeze Monthly Payment Instruction Sheet

* Log onto your Breeze Account with your user ID and password.(If you do not have an account set up please call the office)
* Choose **MORE TAB,** Drop down,
* choose **GIVE**
* Choose **Recurring Payments** on *the* ***LEFT SIDE***  
  ***Choose NEW GIFT*** *-*  ***TOP right side***
* The payment screen with pop up, and you **FILL IN** **your tuition amount based on your tuition agreements.** *(if you have siblings attending please just add the amounts together for one family payment)*
* Choose **CATEGORY** – drop down, will provide list, choose **NURSERY SCHOOL TUITION**
* **Give** Drop down, choose **GIVE THIS MONTHLY** **Start date is 9/1/2022**   
  (do not worry about an End Date now. We can automatically end the payment after your June 2023 payment.)
* Choose **payment type**: **USE BANK ACCOUNT** VERSUS CREDIT CARD IF POSSIBLE.  
  (this way you will not incur a fee to make your payment every month.)
* Thank you and Please call with any questions before August 1st.